



Practical Nursing Program York County School of Technology

Touching Lives for More Than 50 Years

2021- 2022 Student Handbook

York County School of Technology
Practical Nursing
July 2021 - June 2022 Edition

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INTRODUCTION

This handbook has been prepared to assist you in learning the policies which have been established to provide the framework for your Unit of study. Please read them and become familiar with them.

The faculty welcomes you. We are here to instruct and guide you. We look forward to a mutually pleasant year of professional and personal growth.

Your conduct in school, in the clinical agencies, or away from school reflects upon you, the practical nursing program, the school and the faculty. Violations of the procedures and rules outlined in this handbook may result in disciplinary action against you up to and including your dismissal from the Practical Nursing Program.

These rules are not meant to restrict creativity but allow for individual growth. These rules do assist in establishing and maintaining the safety and academic integrity of the practical nursing program as well as the unity of the student body and are the basis for your graduation from the practical nursing program of the York County School of Technology (YCST).

In addition, all students are subject to the authority of all YCST faculty, staff, and administrators, Adult Faculty, and Adult Nursing Supervisors.

York County School of Technology reserves the right to modify or change this Student Handbook as needed.

Approved by Pennsylvania State Board of Nursing

Pennsylvania State Board of Nursing
PO Box 2649
Harrisburg PA 17105-2649
(717) 783-7146

Accredited by the Accreditation Commission for Education in Nursing
The ACEN acknowledges the York County School of Technology for quality and excellence in nursing education.

ACEN
3343 Peachtree Road NE
Suite 850
Atlanta GA
30326 (404) 975-
5000

ANTI-DISCRIMINATION POLICY (TITLE IX & SECTION 504)

The York County School of Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be sent to Mr. Gerry Mentz, Director of Student Services, Title IX Nursing Supervisor, York County School of Technology, 2179 S. Queen Street, York, PA 17402-4696, (717) 741-0820. Direct email to gmentz@ytech.edu.

York County School of Technology no discrimina en base a la raza, color, nacionalidad, etnicidad, religión, edad, sexo, orientación sexual, durante el proceso de admisión a programas educacionales, actividades o prácticas de empleo. Cualquier pregunta debe ser dirigida a: Sr. Gerry Mentz, York County School of Technology, 2179 South Queen Street, York, PA 17402-4696 (717) 741-0820.

SCHOOL MISSION STATEMENT

The York County School of Technology is dedicated to providing a program of high quality, cutting- edge technical training integrated with a strong academic education and an emphasis on critical thinking, problem-solving, decision-making, and team-building skills.

As an entity with York County School of Technology, we encourage students to uphold the Spartan’s values.



SPARTAN NATION VALUE STATEMENTS

YORK TECH SPARTANS VALUE...

PROFESSIONALISM

Spartans are on time, prepared and engaged.

EMPATHY

Spartans are kind, understanding, and supportive.

INNOVATION

Spartans are bold and creative problem solvers.

OPTIMISM

Spartans are positive, constructive, and helpful.

INTEGRITY

Spartans are honest, trustworthy, and responsible

PERSEVERANCE

Spartans are steadfast in the pursuit of success

LPN MISSION

The mission of the YCST LPN nursing program is to provide quality nursing education to the adult student population. Help the student to develop knowledge and skills in the area of nursing with hands on technical application used in the healthcare settings while upholding the values of the professional nurse: compassion, caring, empathy, critical thinking, and problem solving to facilitate the goal of maximizing each patient's physical, mental, emotional, and spiritual self.

SCHOOL VISION

The vision of the York County School of Technology LPN Program is to provide quality nursing education which focuses on safe and effective nursing practice and allows our students to obtain a career in the nursing field as entry level LPN's.

HISTORY

The Practical Nursing Program was established under the direction of the School District of the City of York in 1963 and became part of the York County Area Vocational-Technical School in 1965. In July 2000 the school became known as the York County School of Technology. The first class of nineteen students graduated in 1964. The program is partially financed through the Pennsylvania Department of Education.

PROGRAM OVERVIEW

This one-year program provides both the academic background and clinical experience necessary for a career as a Licensed Practical Nurse.

THE LICENSED PRACTICAL NURSE

The Practical Nurse is a valued member of the health team. As a Practical Nurse, you will function under the direction of a licensed professional nurse, physician, or dentist. Your education and clinical experience will prepare you to use sound judgment and nursing skills when providing care to patients. Continuing education will prepare you to assume more responsibility in complex nursing situations.

Students who successfully complete the program are eligible to sit for the National Council Licensure Exam-Practical Nursing (NCLEX-PN) and upon passing this exam are licensed to practice in Pennsylvania.

As an LPN, you will:

1. Employ the nursing process in all settings where nursing takes place.
2. Perform nursing functions such as:
 - a. Patient care
 - b. Medication administration
 - c. Therapeutic treatments
3. Appropriately communicate pertinent information regarding a patient's status.
4. Advise patients of available community resources.

AFFILIATING AGENCIES

York Hospital

UMPC Pinnacle Health Memorial

SpiriTrust Lutheran

Rest Haven- York

Pleasant Acres

Margaret E. Moul Home

Merakey

Clinical experiences are planned at all of the above affiliating agencies. Clinical days are seven hour days and gradually increase from two to four days a week.

Theory hours 741

Clinical hours 799

Total Program Hours 1,540

The student is assisted in the affiliating agency to correlate nursing theory with nursing practice. He/she works under the guidance and supervision of the practical nursing faculty and learns to function as a member of the nursing team.

Clinical experience includes geriatric, medical-surgical, mental health, and maternal-child health nursing. Nutrition and pharmacology are integrated. Preclinical preparation and postclinical conferences are conducted.

GOVERNANCE

PARENT ORGANIZATION: York County School of Technology

ADMINISTRATION

Dr. David Thomas
Mr. Scott Rogers
Mr. Jon Boyer

Administrative
Assistant Director
Business Manager

ADULT EDUCATION

Mr. Kirk Schlotzhauer
Mr. Vance Miller
Ms. Frances Bietsch, MSN, RN
Ms. Vickie Hake

Director, Adult Education
Assistant Director, Adult Education
Nursing Programs Supervisor
Administrative Assistant

SCHOOL OPERATING COMMITTEE MEMBERS

Mr. Greg Lewis
Mr. William Lytle
Mr. Charles DeLauter
Mr. Darvin Shelley
Ms. Jill Keeney
Mr. Eric Hornberger
Mr. John Blevins
Ms. Stacey Alexander
Ms. Ann Rinker
Ms. Judi Fisher
Mr. David Trettel
Ms. Courtney Dennis
Ms. Diane Glover-Brown
Ms. Lois Ann Schroeder
Mr. Jon Boyer
Dr. Scott Deisley

Central York School District
Dallastown Area School District
Dover Area School District
Eastern York School District
Hanover Public School District
Northeastern School District
Red Lion Area School District
South Eastern School District
South Western School District
Southern School District
Spring Grove School District
West York Area School District
York City School District
York Suburban School District
Board Secretary
Superintendent of Record

ADULT NURSING EDUCATION STAFF

Ms. Tasha Comstock, BSN, RN
Ms. Vicki Donahue, BSN, RN
Ms. Tara Hogue, MSN, RN
Ms. Karyn Pifer, MSN, RN

Practical Nursing Instructor
Practical Nursing Instructor
Practical Nursing Instructor
Practical Nursing Instructor

PHILOSOPHY

We further believe that:

1. The **INDIVIDUAL** is a valued, integrated, whole being, capable of adapting to internal and external environmental variables, and performing self care activities to the extent of his/her abilities. They function biologically, psychologically, socially, and spiritually. He/she has the potential to make choices that will meet his/her own needs for self care. They are worthy of respect, understanding, and assistance.
2. **SOCIETY** is an evolving, dynamic, multicultural, diversified body. Individuals interact within society and are influenced by internal and external environmental factors, cultural patterns, living conditions, family systems and economics.
3. **PRACTICAL NURSING EDUCATION** is an educational program that progresses from simple to complex utilizing Maslow's Hierarchy of Needs, Nursing Process, and evidence- based practice. This allows the student to develop cognitive, psychomotor, and affective knowledge essential for the entry level skills necessary for practical nursing.
4. **TEACHING/LEARNING** is an active, dynamic and continuous process of attaining and sharing knowledge. The role of the faculty is to guide, support, and facilitates learning. The role of the student is to use the guidance and resources provided to facilitate growth.
5. **EDUCATION AS A LIFE-LONG PROCESS** should be developed as a continuum through articulation and continuing education programs, minimizing repetition of learning and facilitating progress. This is essential to maintain the necessary expertise in this fast paced technological world.
6. **HEALTH** is a state of wholeness where illness and wellness are viewed as an ever-changing continuum. Regardless of age, all unresolved self-care deficits become a basis for individuals to seek health care.
7. **NURSING** is a caring, helping, theory based discipline focused on assisting the patient to achieve an optimal level of self-care. This discipline utilizes nursing systems and the nursing process applied through critical thinking, to manage individual needs. Nursing is based on scientific principles directed toward understanding health needs and promoting health practices.
8. **PRACTICAL NURSING** provides basic therapeutic, restorative and preventative nursing care for individual patients in structured health care settings who have common well defined health problems. Practical nurses collaborate with health care team members, patients, and families and participate in the phases of the nursing process. Practical nurses function within the scope of practice within their state. They demonstrate safe, competent and ethical practice.
9. **EVIDENCE-BASED PRACTICE** Evidence-Based Practice (EBP) is a thoughtful integration of the best available evidence, coupled with clinical expertise.

STANDARDS

York County School of Technology Practical Nursing Program utilizes the standards established by the Pennsylvania State Board of Nursing and Accreditation Commission for Education in Nursing (ACEN).

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of this program, the student will:

1. Demonstrate basic knowledge, skills, and abilities of a practical nurse.
2. Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs.
3. Utilize the nursing process and evidence-based practice in meeting the health needs in any healthcare setting.
4. Function within the legal scope of practice and the standards of nursing conduct related to practical nursing.
5. Be eligible to sit for the NCLEX-PN Exam.
6. Identify the need for personal responsibility in continuing education and the advantage of participation in professional organizations.

STUDENT RIGHT-TO-KNOW CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

POLICIES

The following information is relative to the Student Right-To-Know and Campus Security Act signed into law November 8, 1990. This information relates to any enrolled student, employee, or applicant for enrollment or employment in this program.

York County School of Technology (YCST) - Practical Nursing Program is located at 2179 South Queen Street, York PA. The policies and procedures formulated by the Joint Operating Committee govern operation of this facility.

STATEMENT OF POLICY REGARDING REPORTING OF CRIMINAL ACTIONS OR OTHER EMERGENCIES

There is no campus security department associated with this program. Incidents related to criminal actions must be reported first to the nearest school official or the Supervisor of Adult and Continuing

Education who will then contact the York Township Police in Spry at 741-1259. In the case of an emergency, such as fire or natural disaster, call 911. In the absence of a Nursing Supervisor, an employee may notify the appropriate services.

STATEMENT OF POLICY, REGARDING SECURITY AND ACCESS TO CAMPUS FACILITIES

The Practical Nursing Program is part of the YCST. The building is open during regular operation hours of the Practical Nursing Program and secured during shut-down hours. There is adequate lighting around the building and an efficient fire alarm system.

STATEMENT OF POLICY REGARDING CAMPUS LAW ENFORCEMENT

There is no security department associated with the program. Any criminal activities are reported to the York Township Police Department. There is a resource officer located in the building.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This has been amended because of "Crime of Violence" and may permit disclosure of educational records to authorized representatives of the U .S. Attorney General in specified circumstances.

CAMPUS SECURITY ACT

DESCRIPTION OF PROGRAM DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY POLICIES AND PROCEDURES

Students should report emergencies of any type to a Nursing Supervisor or an employee of the school. The appropriate agency will then be notified.

There is no formal educational program relative to prevention of crimes. Students are notified that they are responsible for their own personal articles. The school is not responsible for lost or stolen goods. There are no off-campus student organizations or housing facilities.

The Practical Nursing Program participates with the YCST by designating all school properties to be a Drug and Smoke Free Zone and/or Workplace. Students and employees are aware that the unlawful distribution, dispensing, possessing, or use of a controlled substance is prohibited in the school/workplace and any persons violating such prohibition shall subject themselves to disciplinary action. Students will be dismissed without probation. Employees are subject to disciplinary action which could result in a suspension or dismissal of employment.

Students are informed when they apply to the program and again after they are enrolled that a previous conviction of a felony may make them ineligible to take the licensing exam for Practical Nursing. The State Board of Nursing considers each case individually.

All students are required to have a criminal history record check done by the Pennsylvania State Police and a Child Clearance Report. The cost is the responsibility of the student.

SECURITY REPORT FOR 2019-2020

Statistics are available in the Practical Nursing Office.

As we are housed in a Pennsylvania Public High School, all visitors and new students must have their Driver's License scanned through the schools "Raptor" system or its successor system.

It is the opinion of York County School of Technology (YTECH) Adult and Continuing Education Center administration that the welfare of YTECH 's secondary students and students enrolled in the Daycare are better served if there is little to no interaction between these students and the students enrolled in the adult and postsecondary programs. Therefore, the YTECH Adult and Continuing Educating Center administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and /or the Daycare.

POLICY: While it is understood that Adult and Continuing Education Center students have the right to access necessary areas of the building for their successful completion of their classes and programs, (to include the Adult Ed center, the cafeteria, the Spartan Inn, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in adult or post-secondary programs and courses at YTECH are not permitted to fraternize or socialize with students enrolled in the secondary school and/or Daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The YTECH administration assumes that adult students understand their super ordinate position relative to the secondary students and Daycare students: therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both Adult and High School students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at York Tech before their classes begin should stay in the training area provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby or cafeteria when not in use until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or Daycare classrooms while classes are in session.

BREAKING POLICY: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult Education or designee. A second offense may result in suspension or involuntary discharge from the school based upon the decision of the Director of Adult Education.

ADMISSION REQUIREMENTS

1. **Official High School transcripts/ GED:**
 - a. An official copy of an approved high school transcript or GED as required by the State Board of Nursing prior to enrollment.
 - b. Non US diplomas must be evaluated by a NACES accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process prior to enrollment.
 - c. Out of State GED's must be processed through PDE/TIMS. Typically, there is a fee for the above services. This fee is the responsibility of the student.
2. **An interview with the Practical Nursing Supervisor/Staff member:**
 - a. The interview is scheduled after the PN applicant has turned in the following documents to the Adult Education office:
 1. Two (2) letters of recommendation
 2. Official high school transcript/ GED certificate
 3. Copy of Driver's License (PN applicants with Out-of-State Driver's License do not qualify for In-State tuition.
 4. Satisfactory scores on the ATI proctored TEAS exam
 5. Completed application form
 6. One (1) page essay
 7. Completed and signed copy of PN Candidate Interview questions.
3. **Satisfactory scores on the pre-entrance exam required by the Program:**
 - a. All prospective students are required to take the TEAS exam. All applicants are encouraged to study and utilize TEAS exam resources prior to taking the test. Applicants must register to take the TEAS exam, instructions for registration and resources are available on the YCST- PN website:
<http://www.ytech.edu/cms/one.aspx?pageId=20615142>
 - b. Non-refundable payment of \$115.00 is due at the time of registration for the ATI Proctored TEAS exam using a credit card. PN Program applicants may take the ATI Proctored TEAS exam within their own home with the understanding that a computer with video and audio capabilities are required to take the exam.
 - c. TEAS Scores > 50% in all 4 categories
Applicants achieve "contingent acceptance" status and are scheduled for an interview with the Practical Nursing Supervisor/ Staff member.
 - d. TEAS Scores < 50% in 1 or more categories
Applicants achieve "contingent alternate" status and Math and Science are evaluated and are listed with other applicants' scores. Applicants with the highest Math and Science, minimum being 40% in both categories, are scheduled for an interview with the Practical Nursing Supervisor/ Staff member if requirements listed under #2 are met.

1. If the applicants chooses, they may have the option to take the TEAS exam a 2nd Time at least 30 days day after taking the exam the 1st time to attempt a higher TEAS score. Studying and utilization of TEAS exam resources are highly recommended.
2. The YCST PN program does not guarantee a higher TEAS score if the applicant takes the TEAS exam a 2nd time, nor does the PN program guarantee that the applicant will be accepted into the PN Program. Applicants have the option to take the TEAS exam 6 months after the 2nd attempt.
3. All applicant status is contingent until all clearances have been submitted and are free of convictions that would prohibit employment and participation in clinical experiences with older adults, children, and medication administration.
4. **Satisfactory physical and mental health as evidenced by:**
 - a. Complete physical examination:
 1. PN applicants must have the ability to lift 50 pounds and be in satisfactory physical and emotional health necessary to fulfill the objectives of the program.
 2. Please see *Essential Components* on page 18, all components must be met when applying to the PN Program.
 3. Tattoos considered to be offensive or vulgar must be covered at all times prior to entering the YCST campus and clinical facilities (ie: pornography, naked bodies, profanity).
 - b. Medication disclosure:
 1. Any student admitted to the program and throughout the year who are prescribed medications that may alter their cognition must disclose this information to the nursing supervisor immediately.
 - c. Laboratory tests:
 1. Positive Titers for Measles, Mumps, Rubella, Varicella , and Hepatitis B.
 2. 10 Panel Drug Screening (*A positive drug test will prohibit you from entering. You may retest in six months. If the drug test comes back "insufficient amount or dilute," the student must provide another specimen with a witness present*).
 3. Random and reasonable suspicion of drug and alcohol testing is conducted throughout the duration of the program.
 - d. Vaccination history:
 1. Recent Flu Vaccine (current flu season) and Tetanus (within 10 years).
 2. Annual PPD. (two step) or a current chest x-ray or Quantiferon Gold within three years of admission.
5. **Criminal History Record (CHR)/FBI Report:**
 - a. All prospective students seeking admission into the York County School of Technology Practical Nursing Program are required to submit current criminal background checks obtained from the Pennsylvania State Police and Federal Bureau of Investigation.
 - b. No prospective students will be admitted into or allowed to continue enrollment in the program, if they have criminal convictions that would otherwise prohibit employment under the Older Adults Protective Services Act, Child Protective Services Law or Public School Code.

- c. Prospective students are also required to disclose all pending misdemeanor or felony criminal cases, and admission and/or continued participation in the program will not be permitted, if any pending charges would result in prohibition against employment under the above referenced law, as a result of a criminal conviction.
 - d. **Student is responsible for maintaining current and up to date record report throughout enrollment in the program and must provide a copy of report two weeks prior to expiration date.** Failure to do so will result in suspension from attending clinical sites, hence absence hours will accrue.
6. **Child Abuse History Clearance Report:**
- a. All prospective students seeking admission into the York County School of Technology Practical Nursing Program are required to submit child abuse clearance statements obtained through the Pennsylvania Department of Human Services.
 - b. No prospective students will be admitted into and/or allowed to continue enrollment in the program, if they are identified as a perpetrator in a founded or indicated child abuse report as determined under the Child Protective Services Law.
 - c. Prospective students will not be admitted into the program, if they have are alleged to be a perpetrator of child abuse in a report that remains under investigation.
7. **Certification in Health Care Provider Cardio-Pulmonary Resuscitation Techniques:**
- a. All students are required to take **“HEALTHCARE PROVIDER BLS – CPR/AED”** through the American Heart Association. No other certification will be accepted. This certification must not expire while a student is in the program. The school offers the CPR Unit prior to the start of admission.
8. **Student Health Insurance Coverage:**
- a. All students admitted to the York County School of Technology Practical Nursing Program must demonstrate that they have health insurance for the duration of the program.
 - b. Upon acceptance to the Practical Nursing Program, please bring your original health insurance card to the Practical Nursing Office. A copy of your health insurance card will then be placed in your school record. Students may not begin the program without documentation on file of their current and valid health insurance coverage and may be removed if insurance coverage lapses.
 - c. If you do not have health care coverage, the program can provide you information with a range of options for short-term health insurance coverage that can be purchased monthly or for up to one year.
9. Proof of the above requirements must be submitted one month prior to the first day of class. **Prospective students with “Contingent Alternate” status must submit documents prior to the first day of class.**
10. **Advanced placement:**
- a. Advanced placement is contingent upon a thorough review of college transcripts and based on the decision of the Nursing Supervisor approval.

- b. Credit for previous education related to nursing may be given. Official transcripts from an approved program must be provided.
 - c. Credit may be given for previous college courses completed with a grade of "B" or better and taken within the last two (2) years. These courses are Nutrition, A&P (labs must have been completed), and Mental Health (General Psych).
11. The YCST PN program does not guarantee PN graduates eligibility to take the NCLEX-PN exam or PN Licensure. The PN program also cannot guarantee that the graduate will pass the NCLEX exam.
12. **Prospective students must meet the Technology requirements listed on page . 20**
- Entrance will be permitted at various levels, but ALL applicants will be required to attend a minimum of two or more levels.

ESSENTIAL COMPONENTS

1. Communications: Must read and write English at a proficient level. Must comprehend and speak fluent English. Must be able to read and answer test questions on their own. This is important for Central Component of a nurse. (Ability to view, read and physically manipulate health record information and pertinent data in a variety of formats including paper handwritten documents typed reports and Computerized records and databases)

2. Visual: With aid of corrective lenses if needed: Must read labels on Pharmacy prepared medications, and on standard unit dose packages. Must be able to identify marking on standard syringes. Must be able to read markings on sphygmomanometer.

3. Hearing: With use of hearing aid and/or amplified stethoscope, if needed, must be able to: (after instruction)
 - Hear blood pressure readings + or-2mmHg
 - Hear apical pulse + or-2 beats
 - Hear and identify various breath sounds.
 - Hear bowel sounds.
 - Hear directives with the speakers mouth covered with a surgical/isolation mask.
 - Hear call bells and equipment alarms.
 - Hear amplified phone.

4. Manual Dexterity: Must be able to: (after Instruction) Open suture packages. Don surgical gloves. Open unit dose medications.

5. Physical Stamina: Must be able to:
 - Stand, without sitting, for 2 hours.
 - Walk up 1 flight of stairs and down 2 flights.
 - Lift 50 lbs. on a regular basis.
 - Work continuously with only a 15 min. break am, 30 min. lunch break, and 15 min. break pm.
 - Push and maneuver a stretcher and wheel chair containing adults of various sizes.

TECHNOLOGY REQUIREMENT

BASIC COMPETENCY

Students are required to have basic computer skills - use a mouse, print a document, and use Micro Office or similar software. These skills are necessary to learn documentation skills required in the clinical areas. Students will be oriented to technology available in program or clinical areas prior to use.

Student's must have access to technology at home. It is important and necessary to have internet access, a workable computer/printer.

Students are required to have an e-mail address and check e-mail for Schoology LMS updates daily. The program and faculty may communicate with the student regarding any school business. Instructors use "Learning Management System - ie: "Schoology" to post power point and handouts. Website access to this information will be given by the individual instructor.

The Adult & Continuing Education Center requires that all students provide a valid mailing address, up to date phone number and non-school private e-mail address for standard communication from the school to students. Should any of these change it is the student's responsibility to promptly provide updated contact information to the school. With regard to e-mail, in the cases where a student is provided a YTECH e-mail for access to the Learning Management System (Eg. Schoology), the separate non-school private e-mail is still required. This non-school e-mail will also be utilized for Portal Access. Students are expected to utilize the Portal for review of their accounts, grades and attendance on a regular basis.

The clinical facilities continue to increase technology used for patient care and documentation. After an orientation, the student is expected to achieve basic competency of use quickly and to use such technology safely. Student must availability to access the internet outside of school.

TUITION/ FINANCIAL AID/ PAYMENT POLICY

TUITION

1. A \$200 acceptance fee (non-refundable) will be due no later than two weeks after notification of acceptance. Acceptance fee is deducted from tuition. Please note; failure to submit acceptance fee could cause your slot in the program to be forfeit.

For the current tuition rate please contact the Practical Nursing Office.
2. For the purposes of pricing of tuition, a verification of PA Driver's license and completion of Residency form will be required.

In order to graduate, All fees and charges must be paid in full.

FINANCIAL AID

1. Financial Aid available for eligible programs to those students who qualify.
2. Tuition is due July 1st and January 1st each year.
 - a. If the student is obtaining a student loan, and all paperwork is completed for the processing of the student loan, the student must PAY the difference between the tuition and the eligible loan amount.

If the student is eligible for PELL, any monies received from PELL will be credited to the student's account. When the student's account for that term is zero, the student will be reimbursed.

3. If any reason prevents a student from entering a class, fees will be refunded by filing a written request with the Practical Nursing Office before the first class session. (The \$200 acceptance fee is **NON-REFUNDABLE**.) This acceptance fee will be applied **only** to the class you are entering.
4. A Student Financial Aid Handbook is provided.

PAYMENT POLICY

All students who enroll in Adult Ed, Adult Nursing and Continuing Ed courses and any other programs at York County School of Technology ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, an YTECH Adult Ed payment plan (not all programs have a payment plan) prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/ program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard, VISA, and Discover), by check or money order. There is a service fee that is charged for returned checks and individuals who repeatedly submit returned checks will be required to remit payment via only a money order, or a certified check.

For many programs (not all, check with the office) the school offers a tuition payment plan designed for students to pay tuition and related charges over a period of time rather than all at one time. (Please contact the office for more information on the payment plan.) For students who receive financial aid or some other form of 3rd party payment, please be aware that said student is responsible for any portion of their balance due, not covered by their aid package or 3rd party payment. Students have 5 days from the disbursement/receipt of their aid package to pay the remaining balance due or enter into an approved payment plan. Failure to make payment or enter into a payment plan may result in dismissal from the program. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, 3rd party exam or graduation from the School. Student that withdraw with accounts in good standings will be given a maximum of 30 days to address any debts owed to the school. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student expects to pay their tuition bill (financial aid, third party pay, loan or other form of financial assistance) ultimately it is the students' obligation to pay for all debts incurred. In the case where a financial aid disbursements or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or 3rd party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

In order to graduate, enroll in classes, take certification exams, 3rd party exams, have my records submitted, obtain verification of enrollment/attendance, I understand that I am responsible for any unpaid balance remaining on my account and I understand that balance must be paid in full prior to graduation or the release of any records.

"Students currently or previously enrolled in YCST Adult Education Program shall be ineligible to seek admission or otherwise enroll in another YCST Adult Education Program, if they have an outstanding balance owed to the YCST for tuition, charges or fees. Current or former students with outstanding balances owed to YCST must make arrangements to pay those balances in full, in a manner deemed acceptable by the YCST Adult Education administration, before entry into another adult education program will be permitted."

(Seal)

Student Printed Name

Student Signature

Date

Revised 1/4/17

REFUND POLICY/WITHDRAWAL

Refunds for Class/Unit or Program Cancellation: If a class is cancelled by the Adult & Continuing Education Center, all students will be refunded 100% of pre-paid tuition and fees.

Refund Policy for Registration and Administrative Fees

Application, Registration, and Administrative, Program fees are non-refundable.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If a student fails to start in their program a class/unit or withdraws from the class/unit or their program on the first class day, the school may retain a portion of pre-paid tuition or fees. Failure to attend does not guarantee being withdrawn.

Withdrawal from Program, Unit or class

Responsibility for withdrawing remains with the student. A student may officially withdraw from their program or class/unit by notifying the Adult Education office personnel in writing by completing a withdrawal form. The official date of withdraw is determined when school personnel or office is notified in writing.

Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration. Failure to attend does not guarantee being withdrawn.

Students who officially withdraw from a clock hour program or a class/unit will be refunded according to the refund schedule.

Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), students benefiting from receiving Title IV funds will have their federal financial aid refunds calculated as per federal regulations and may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade during a semester. Further information is available in the Student Financial Aid Handbook.

PLEASE NOTE: This could affect a student's ability to receive Financial Aid in the future at any school.

Refund Policy for Clock Hour Tuition

Clock hour tuition is based and assessed on scheduled attendance of the student in the program or class. Clock hour tuition charges will be assessed to the student for actual/scheduled attendance based on the refund schedule.

Please Note: Regardless of when a student drops or withdraws after classes/unit or program has begun, the cost for required tools, books and supplies, tests and other required items already given to the student cannot be returned, they are deducted from any refund due to the student.

Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agencies policies.

REFUND POLICY

The Practical Nursing Program has a refund policy (copy can be obtained at the Nursing Office). The amount of refund will depend upon the date of the student's last recorded day of attendance. Notification of withdrawal must be made in writing, signed by the student, dated, and submitted in person or by mail to:

York County School of Technology
Practical Nursing Supervisor
2179 South Queen Street
York, PA 17402

RETURN OF TITLE IV FUNDS

If a student withdraws from the program before 60% of either term is completed, the tuition will be refunded according to Federal guidelines.

If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan and grant aid the student received for the payment period will be recalculated to reflect the portion of the payment period that he/she completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed will be returned to the applicable Title IV aid programs.

REFUND

All school refunds will be credited first to outstanding balances of Direct Federal Stafford and PLUS loans.

Regardless for the reason for withdrawal or dismissal from a program; when a student who has withdrawn or been dismissed is seeking to return to the program, they are responsible for paying the current tuition of any Unit, level, externship or clinical they are re-taking and had not successfully completed at the time of withdrawal or dismissal as well as any past due balance. Typically students must restart at the beginning of the level they did not complete.

INSTITUTIONAL DEFINITIONS OF FULL-TIME/PART-TIME PROGRAMMING

FULL-TIME PROGRAMS

*Duration of five months or more in length; three to five classes per week (on average) 600 hours or more in length, leading to a diploma, certificate, and/or other industry-specific credential.

PART-TIME PROGRAMS

*Fewer than three classes per week (on average); fewer than 599 hours in length, leading to a diploma, certificate, and/or other industry-specific credential.

FULL-TIME SHORT-TERM PROGRAMS

*Program designed for students pursuing continuing education or working to learn a new skill within a short period of time, two to five classes per week (on average) 300 hours or fewer in length to a diploma, certificate, and/or other industry-specific credential.

*This is an institutional definition of YCST. It is not in respect to Title IV financial aid or other third party payers.

PROGRAM SCHEDULE AND HOURS

OFFICE HOURS

Monday to Friday 7:30 a.m. – 4:00 p.m.

SCHEDULE

Classes are typically admitted two times a year, January and July are the starting times. Classes begin promptly at 7:45 a.m. and dismiss at 3:15 p.m. Lunch and short breaks are provided. The Adult Education Center opens at 7:30 a.m. and closes at 7:00 p.m. Students are required to be in their assigned classroom at the start of class and must return from breaks at the announced return time otherwise they risk being marked tardy.

Clinical experiences begin promptly at 6:45 a.m. and conclude at 2:15 p.m. Periodic breaks and 30-minute lunch are included. Students are required to be in their assigned clinical area at the start of clinical otherwise they risk being marked tardy.

Holidays and vacations are scheduled according to the Practical Nursing calendar.

Typically, classes are held five days a week, Monday through Friday. (7 hours/day – 35 hours/week) Clinical sites are subject to change.

We reserve the right to modify any class schedule as necessary.

If needed, snow make up days will occur on Saturdays, Easter Monday, Teacher In-Service days, and several days after graduation. Students should avoid scheduling appointments, work hours, etc. on assigned make-up/ snow make-up days to avoid missing program hours.

* See Practical Nursing School Calendar

ALL schedules are subject to change.

CLOSING OF SCHOOL

Please refer to the Practical Nursing Calendar for the schedule of practical nursing classes, office closings, and holidays. Specific make-up days are built into the school calendar. This calendar is subject to change.

In the event of inclement weather or any other emergency situation A message will be sent out using the one call system. All student will be required to have a working phone number to sign up for the One Call System.

Cancellation of high school classes will affect Practical Nursing classes. A l s o monitor YCST's Adult Education web site for cancellations.

A copy of the PN program Delay Schedule (both class and clinical) will be posted in the classrooms.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the YCST LPN program follows the high- school policies for delays or closure. The program reserves the right to modify class and clinical schedules as needed.

It is the intent of the YCST LPN program to maintain the safety of the adult education students at all times. Our weather policies differ from the high-school because of our program requirements, the clinical schedules we follow, and the patients we serve. All LPN adult education students are placed in the One-call system. In the event of inclement weather, a call for a delayed start of school or closure will be sent to the student via telephone.

The adult education students follow our own policies as listed below:

1. In the event of a 2-hour delay announcement, the student's class start time will be at 9:45 am. The student **should not arrive to the school any earlier than 1 hour** prior to that time. This permits the YCST school grounds team to plow the parking lots and clear the sidewalks of any ice or snow for safety of the students and faculty members.
2. If the school is closed prior to the class/clinical times (One-call will alert students to this closure), students do not report to the school/clinical for that day.
3. If the school closes after classes have started for the day, the faculty or administration will alert the students to leave early and go home.
4. If the LPN Program closes due to weather issues but the students are **already in the clinical setting and working with patients**, the students are expected to complete their clinical day as scheduled unless otherwise notified by administration.
5. In the event of a 2-hour delay and students are to be at clinical that day, they are to report to clinical **on time** as the patients and the facility have already expected them to be there for that clinical day.
6. The program reserves the right to modify class and clinical schedules as needed.

When on the clinical floor, students are considered as nursing staff and have been assigned to care for patients. Patients on the clinical floors must be cared for accordingly. In doing so, the patient is under the care of the student and the student may not leave the patient once care has started.

Student signature verifies understanding and agreement to the above policy.

Date_____

Student's Printed Name_____

Student's Signature _____

CURRICULUM PLAN

The curriculum of the Practical Nursing Program is designed to provide a learning experience whereby the individuals are prepared to render safe and competent health care as a L.P.N. Students must successfully complete a level to progress to the next level.

LEVEL I - 11 WEEKS

Units

Fundamentals of Nursing Practice	129	
Personal and Vocational Relationships	22	
Mental Health Concepts I	10	
Anatomy and Physiology	80	
Gerontology	20	
Nutrition	20	
Immunology	<u>12</u>	
Total hours	293	92 Lab Clinical hours

LEVEL II - 11 WEEKS

Units

Gastrointestinal Nursing	29	
Orthopedic Nursing	32	
Math	22	
Genitourinary Nursing	19	
Endocrine	24	
Clinical Pharmacology	58	
Sensory/Integumentary Nursing	23	
Oncology and Hospice Nursing	<u>19</u>	
Total hours	226	159 Lab Clinical hours

LEVEL III - 11 WEEKS

Units

Neurological Nursing	19	
Gynecological Nursing	21	
Mental Health Concepts II	12	
Respiratory Nursing	16	
Cardiovascular Nursing	25	
Intro to Obstetrical Nursing	22	
Intro to Pediatric Nursing	<u>14</u>	
Total hours	129	256 Clinical hours

LEVEL IV - 11 WEEKS

Units

Obstetric Nursing	24	
Pediatric Nursing	30	
Contemporary Family	28	
Personal & Vocational Relationships II	<u>11</u>	
Total hours	93	292 Clinical hours

Total Theory - 741

Total Clinical - 799

Total Program Hours - 1,540

SUBJECT TO CHANGE

LEVEL I

At the completion of Level I, with experience and guidance, the student learner will:

1. Relate the structure of the human body to its normal functioning.
2. Explain the relationship of optimal nutrition to health prevention, maintenance, and restoration.
3. With supervision or guidance, safely and effectively utilizes the nursing process in the care of adults with moderately complex nursing needs.
4. Identify his/her role in the health care team utilizing the legal and ethical codes related to practical nursing.
5. Describe the nursing care which meets the holistic needs of the older adult.
6. Describe how alterations in the immune system affect the individual, family and community.
7. Demonstrate beginning skill in therapeutic communication with patients using basic mental health concepts.
8. Describe various factors that influence and promote health and wellness and identify illness.
9. Develop skills in utilizing Maslow's Hierarchy of Needs to plan and provide holistic nursing care.
10. Maintain personal safety, use proper body mechanics, and utilize principles of infection control.
11. Demonstrate the ability to provide a therapeutic environment for the patient.
12. With supervision, apply knowledge of basic nursing principles in performing nursing procedures and skills in the delivery of patient care.

UNIT DESCRIPTIONS

FUNDAMENTALS OF NURSING:

This Unit enables the student to gain knowledge and practice fundamental nursing principles and skills necessary for providing safe and competent holistic care for the adult patient in a variety of healthcare settings. At the completion of this Unit, the student will demonstrate basic nursing care for the adult patient with beginning skills in critical thinking.

PERSONAL AND VOCATIONAL RELATIONSHIPS (PVR I):

This Unit will introduce the student to practical/vocational nursing through a review of the history of nursing, nursing standards, ethical/legal aspects of nursing, communication skills, continuing education, and nursing organizations.

ANATOMY AND PHYSIOLOGY (A & P):

This Unit is designed to provide a general knowledge of the A & P of the human body. Through an understanding of normal A & P, the nurse can recognize departures from a healthy state. Understanding the structure and function of the human body should guide all nursing care.

NUTRITION:

This Unit will discuss the beneficial effects of proper nutrition for the student and healthcare consumer in times of health and illness.

MENTAL HEALTH CONCEPTS I (MHC I):

Through information gained in lecture and practice the student will gain a better understanding of basic mental health. This Unit is based on the fact that coping with stress is the most important factor contributing to being mentally healthy and that mental health is an integral part of the total patient care.

GERONTOLOGY:

The student will be introduced to the older adult as a person employing his/her capabilities to the fullest and enjoying the best possible health. The ways in which to meet the holistic needs of the older adult in the acute and long-term care facility, as well as in the community will be addressed.

IMMUNOLOGY:

The student will gain an understanding of the body's basic physical defense mechanisms. The implications of altered immune status for the patient, family and community will be explored.

LEVEL II

At the completion of Level II, with experience and guidance, the student learner will:

1. Assess the holistic needs of patients with common health problems.
2. Apply knowledge of common medical-surgical disorders to assist with formulation of a nursing diagnosis.
3. Assist in formulating expected outcomes and planning nursing interventions for actual or potential health problems.
4. Describe the principles underlying the safe and competent administration of medications.
5. Perform basic nursing interventions competently with indirect supervision.
6. Evaluate the effectiveness of nursing care provided.
7. Communicate pertinent data concerning the status or change in status of the patient's health to healthcare team members.
8. Independently and accurately record significant data using appropriate medical terminology and abbreviations.
9. Demonstrate the establishment of therapeutic nurse-patient relationships.
10. Demonstrate effective therapeutic communication skills with all members of the health care team to ensure continuity of care.
11. Demonstrate the ability to adapt nursing care to meet the needs of patients with specialized needs.

UNIT DESCRIPTIONS

GASTROINTESTINAL NURSING:

This Unit will introduce the student to the common medical and surgical disorders of the gastrointestinal system. In addition, testing procedures and alternate feeding methods will be reviewed. Specific nursing care is stressed with some attention focused on pathophysiology.

MATH:

This Unit will prepare the student to administer medications safely and competently with an emphasis on accuracy. The student will develop skills in mathematical problem solving using solid, liquid, and IV medication calculations. Calculators are not permitted on course exams.

CLINICAL PHARMACOLOGY:

The student will gain knowledge and understanding of medication therapy and the safe, competent administration of medications. The student will become familiar with selected commonly used pharmacologic agents. IV Therapy and venipuncture techniques will be demonstrated utilizing the nursing process.

ORTHOPEDIC NURSING:

This Unit provides an introduction of the basic principles and concepts of perioperative nursing care. Enables the student to gain knowledge and provide competent care to a patient with a bone/soft tissue and/or connective tissue disorder. The Unit emphasizes the common disorders of the bones and joints, including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

GENTOURINARY NURSING:

This Unit enables the student to gain knowledge and provide competent care to a patient with a genitourinary disorder. The Unit emphasizes the common disorders of the genitourinary tract, including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

ENDOCRINE NURSING:

This Unit enables the student to provide knowledgeable and competent care to a patient with an endocrine disorder. The Unit provides information on the common disorders of the endocrine system (with emphasis on Diabetes Mellitus) including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

SENSORY/INTEGUMENTARY NURSING:

This Unit will enable the student to gain knowledge and provide competent care to a patient with a common eye/vision, ear/hearing or skin disorder. This Unit includes information on basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment, and nursing management of a patient with these disorders.

ONCOLOGY HOSPICE NURSING:

This Unit will acquaint the student with general information of the disease of cancer, detection, treatment and subsequent nursing care. The holistic problems of the patient/family with cancer and/or the terminally ill patient will be presented.

LEVEL III

At the completion of Level III, with experience and guidance, the student learner will:

1. Identify the holistic needs of patients with common medical surgical disorders and adapt this knowledge to nursing practice.
2. Perform basic nursing procedures with indirect supervision.
3. With minimal guidance, safely and effectively utilizes the nursing process and evidenced base practice in the care of adults with moderately complex nursing needs.
4. Recognize and report pertinent observations.
5. Demonstrate effective communication with patients, families, associates, and members of the health team.
6. With direct supervision, safely and accurately administer medications.
7. With direct supervision administer IV meds within the scope of practice of the LPN.
8. Identify patient maladaptive behavior and intervene therapeutically.
9. Discuss support groups and community agencies applicable to patient's needs.
10. Differentiate between Mental Health and Mental Illness.
11. Discuss fetal development and environmental influences.
12. Identify the physical and psychological changes that take place in the pregnant woman and state nursing implications.

UNIT DESCRIPTIONS

MENTAL HEALTH CONCEPTS II (MHC II):

This Unit will increase student awareness of contemporary mental health issues/ psychiatric diagnoses which will enable them to provide knowledgeable and competent care. Health and human services in the community will also be presented.

CARDIOVASCULAR NURSING:

This Unit will enable the student to provide knowledgeable and competent care to patients with disorders of the circulatory and coronary systems. The Unit will enable the student to understand assessment, signs and symptoms, medical and surgical treatment in nursing care of a patient with a cardiovascular disorder.

RESPIRATORY NURSING:

This Unit will enable the students to provide knowledgeable and competent care to patients with common disorders of the respiratory system. The Unit will also provide information on assessment of signs and symptoms, treatment, related nursing care, and teaching for selected respiratory disorders.

NEUROLOGICAL NURSING:

This Unit will enable the student to provide knowledgeable and competent care to individuals with neurological disorders. Pathology, signs, symptoms, treatment and related nursing care will be discussed. Prevention and life style changes will also be discussed.

GYNECOLOGICAL NURSING:

This Unit is designed to acquaint the student with the common disorders of the female reproductive system including the breasts. Signs and symptoms, diagnosis, treatment, and related nursing care will be included. Emphasis on prevention with pap tests, mammogram, and new vaccines will be discussed.

OBSTETRICS - INTRODUCTION:

This introduction includes terminology and care of the pregnant female and developing fetus. The Unit prepares the student to implement appropriate teaching regarding diet, drugs, smoking, exercises, danger signals and personal hygiene during the pregnancy.

PEDIATRICS - INTRODUCTION:

This Unit is an intro of basic information necessary to care for the health needs of the pediatric patient.

LEVEL IV

At the completion of Level IV, with experience and guidance, the student learner will:

1. Provide knowledgeable and competent care for the baby and the mother in the intrapartum and post-partum periods.
2. Assess for signs and symptoms of complications during pregnancy, labor & delivery, and post-partum periods.
2. Teach appropriate information to the post-partum mother on care of herself and baby.
3. Identify the basic needs of the hospitalized child and his/her family and provide knowledgeable and competent nursing care of the pediatric patient in all stages of growth and development.
4. Plan and implement safe care for patients with acute, chronic respiratory and cardiac conditions.
5. Assist the professional nurse in the care of a patient with chest tubes and/or tracheostomy.
6. Demonstrate increasing nursing competence in the care of patients with more complex medical-surgical problems.
7. Identify and meet the needs of the dying patient.
8. Teach patient harmful effects of smoking, benefits of quitting, measures to help him/her quit, and organizations specific to smoking cessation.
9. Identify risk factors relevant to specific cardiac patients.
11. State untoward effects of cardiac/pulmonary medications.
12. Explain discharge cardiac or pulmonary rehabilitation instructions with patient.
13. Utilize critical thinking skills in the care of selected patients in various settings.
14. Safely and competently employ the nursing process in caring for patients in any setting where nursing takes place.
15. Function effectively within his/her scope of practice in selected health care settings.
16. Demonstrate the ability to provide leadership in an extended care facility.
17. Under supervision, will administer medications with minimal guidance in an extended care facility.
18. Under guidance of the RN, perform skills in the home care setting.
19. Inform consumers of health care services available in the community.
20. Identify the advantages of continuing education and participation in professional organizations.
21. Describe the procedure for obtaining Licensure in the Commonwealth of Pennsylvania.
22. Identify the role of the Pennsylvania State Board of Nursing.

UNIT DESCRIPTIONS

OBSTETRICS:

The purpose of this Unit is to assist the student in providing knowledgeable competent care to the mother and baby during the intrapartum and post-partum periods. Signs and symptoms of complications of the antepartum, intrapartum, and post-partum periods will be discussed.

PEDIATRICS:

This Unit will enable the student to gain an increased understanding of growth and development of the newborn through adolescence. The Unit will also assist the student in identifying the special needs of the hospitalized child. Interventions the nurse can implement to decrease the stress of hospitalization will be discussed. Common disorders of each stage of development will be addressed. The Unit will also discuss child abuse and role of the nurse.

CONTEMPORARY FAMILY:

This Unit is designed to assist the student in viewing the patient as a member of a family and community whose life is altered by illness and other life stresses. The student will research and present in a creative manner information on selected topics that deal with individuals across the life span. The student will also identify appropriate community resources to assist the individual in maintaining their optimal level of functioning.

PERSONAL AND VOCATIONAL RELATIONSHIPS II (PVR II):

This Unit will acquaint the student with the responsibilities of the charge nurse and team leader. Ethical and legal concepts necessary for the beginning practitioner will be presented. Information on applying for the Licensure exam and the state license will be distributed and explained.

Transcription of orders will be included in theory and practice.

NCLEX PREDICTOR TESTS

NCLEX predictor tests are given throughout the program. Attendance and participation are mandatory and required for graduation.

GRADING SCALE/ COURSE/ PROJECTS/ ASSIGNMENTS

GENERAL GRADING SCALE

A = 92 - 100% B = 83 - 91% C = 75 - 82% D = Below 75% - FAILURE

Grades are the responsibility of the individual faculty member in keeping with the grading system above. The relative importance of examinations, quizzes, and other activities in determining the final grade is determined by the individual instructor. Grades will be weighted so that the resulting grade may be considered fairly representative of the student's knowledge of the subject area.

Students must maintain an overall average of 75% in every subject within each course/unit in order to remain in the program (except Math - See below).

GRADING FOR MATH

The passing grade for Math is 84%. EACH unit test must be passed with at least an 84% before the next one can be taken. Each unit test may be taken once and each unit retest may be taken once. Students are encouraged to setup tutoring with a faculty member. A student will be dismissed from the program after two unsuccessful attempts to pass a unit test. The final exam must also be passed with at least an 84%. Failure to complete the final exam with at least an 84% will result in a failure for the course/unit. After a one-week period, a comprehensive retest will be given. This must be passed with at least an 84% to remain in the program. Regardless of a retest grade over 84%, the course/unit grade will be an 84%.

COURSE FAILURE/ RETESTS

If a final course/unit grade falls below 75%, the student will be given a retest following a one-week probation period after receiving their grade. Typically, the retest will be given at 3:15 p.m. The retest grade must be at least an 80%. If the retest is passed with an 80%, a grade of 75% will be given for the course/unit. Failure to pass this retest will result in dismissal from the program. If the student elects to take the retest before the one-week period is up, a release form must be signed by the student.

Retests will require mandatory tutoring at the discretion of instructor/Nursing Supervisor or designee. The student is responsible for scheduling tutoring with the instructor.

ORAL/WRITTEN CLINICAL PROJECTS

All oral/written projects must be satisfactorily completed and passed with a minimum of 75%. If incomplete or failed, the student will be given one attempt to pass with a satisfactory grade of 75%. Failure to pass clinical project on 2nd attempt will result in a clinical failure and withdrawal from the program.

WRITTEN/CLINICAL ASSIGNMENTS

All written assignments must be typewritten (submitted electronically in a word format) unless otherwise advised by the instructor. Failure to submit written assignments when due where adequate time has been given for completion could lead to an unsatisfactory evaluation or grade.

Make-up exams may not be made up on a Friday afternoon unless it is agreed upon by the instructor/Nursing Supervisor.

It is the student's responsibility to seek tutoring with the appropriate faculty member. Tutoring is available Monday thru Thursday 3:15 pm.- 4:15 pm.

Requests for accommodations should be made prior to the beginning of each course/unit program. This will allow for the LPN/Instructor to plan accordingly. See Disability Section of this handbook.

MAKE-UP WORK

A student must consult faculty about making up quizzes and tests the next classroom day before 7:45 a.m. or the resulting grade could result in a zero. The time granted for make-up work will be at the discretion of the individual faculty member and or Nursing Supervisor. Arrangements must be made with the instructor for make-up tests. All make-up quizzes/tests must be completed prior to the day of the final exam. A missed quiz/test occurs when a student is not present at the time that a quiz/ test is started.

Make-up exams may not be made up on a Friday afternoon unless it is agreed upon by the instructor/Nursing Supervisor.

In the case of a student making up a missed test/quiz due to being absent/ tardy the same day of the quiz/test , the maximum grade the student will receive for that make up test/quiz is 75%. The student is responsible for discussing extenuating circumstances that resulted in missing a quiz/test, each case is evaluated on an individual basis.

COURSE/ UNIT EXAMS

Within each of the four (4) program levels there are multiple units/courses, each unit/course typically has a final exam/final project. Unless otherwise stated in this handbook, a student may only take two (2) Final Re-test per level for a failed unit/course. However, cumulatively a student may only fail three (3) units/courses in the program. Upon the third (3rd) course/unit failure the student will be dismissed due to academic failure. A student must successfully complete an entire level to progress to the next level. All cases are evaluated individually and reviewed by Administration. Three (3) is the maximum number of failures in the program, this also applies to returning students.

A student who scores a grade below 75% on course quizzes/tests may be placed on a remediation plan that the student and instructor will develop together. If the student fails or refuses to abide by the remediation plan that was agreed upon by the student and instructor, the student is placed on academic probation.

In accordance with Federal Regulations we do monitor Student Academic Progress (SAP) for attendance and academic/clinical grades. This information is reported back to financial aid. In excessive amount of absenteeism and poor grade performance could affect financial aid funding.

STUDENT ASSISTANCE PROGRAM

ACADEMIC RECOVERY PROGRAM

It is the intention of the Program and Faculty for all students who enter the Program to successfully complete the Program. The Program will assist students in many ways to accomplish their goal to acquire PN education and licensure. Students will understand how to monitor grades, attendance, and clinical progression through tools and feedback from instructors. Students are expected to study 2-3 hours daily or as necessary for every class. Progression with resources such as Prep U and Math Software will show students' commitment to learning. Progression with demonstrated use of resources will show a student's commitment to learning.

If a student demonstrates low achievement in academic or clinical practice, the instructor will notify the student, faculty team, and the Nurse Administrator of concerns about the student. The instructor will help the student to identify issues with study or understanding of materials. It is the student's responsibility to begin self-identification of issues so the faculty can better assist the student.

A student who scores a grade below 75% on course quizzes/ tests will be placed on probation with a remediation plan that the student and instructor will develop together. If the student fails or refuses to abide by the remediation plan that was agreed upon by the student and instructor, the student will be dismissed.

If a student scores lower than a passing grade (less than 75-82%, except Math is 84%) on any type of test or written assignment, the student will be asked to analyze the test/assignment and correct it with rationales within 48 hours of receiving the document. The instructor will help the student to plan for higher achievement on the next test/written assignment. The LPN Program offers tutoring (additional academic assistance). Tutoring is available Monday thru Thursday. Please refer to the tutoring schedule/calendar outside the teachers office. A 24-hour notice is required by the student to request tutoring. Faculty may also recommend the student to attend tutoring sessions (additional academic assistance).

If the student continues to struggle with achievement in the academic portion of the program arrangements the instructor will recommend to the Nurse Administrator to assist with finding tutoring for the student. There is an additional cost to the student. This intense focus should assist the student to better master the subject matter. Effort will be made to arrange tutoring at the student's convenience, however the student must make him/herself readily available for this assistance.

If the student is having issues with clinical performance, the instructor will share with the student the concerns both verbally and written on the weekly clinical evaluation. The student will be guided on ways to improve performance. If additional assistance is needed, a clinical tutor can be arranged at additional cost to the student. It is an expectation that students schedule and use the clinical skills lab to practice and gain confidence in their clinical skills.

Written counseling and/or probation will be given to the student to alert them to the concerns and progress being made. If the student is unable to achieve a 75% by the end of the course the student will not be able to continue in the program.

MEDICATION ADMINISTRATION UNIT

The Medication Administration component is part of the Level III and Level IV clinical experience. Evaluation of the student will include a hands-on medication administration experience, dosage calculation test and a verbal exam. A medication list to prepare the student will be distributed. Students must demonstrate safe and competent medication administration at the **clinical sites to be evaluated for safety and medication administration competency in the program**. It is mandatory that the student be present for all medication administration clinical days.

**** If the student exceeds the allotted errors (actual and/or potential), this is considered a clinical failure in administration of medications. The student will be provided only ONE opportunity to re-test in medication administration.**

EVALUATION OPPORTUNITIES

Students have multiple opportunities to demonstrate competency in medication administration. These opportunities include: one day at Rest Haven, **two days in the Skills Lab/Clinical Facility**, and five days at **a UPMC facility**.

Satisfactory medication administration occurs when a student meets criteria below the Medication Error threshold. Please refer to the criteria on the following page.

ABSENCES ON MEDICATION DAYS:

If a student is absent during one of the scheduled medication administration days, this will result in a counseling form, **clinical unit failure, and clinical probation with remediation**. Please refer to **Course/Unit Exams** regarding program failures.

A final demonstration of competency in medication administration occurs in Level IV. If the student is absent on day one (1) or day two (2), the student will have ONE opportunity to complete the medication administration pass and testing at the discretion of the nursing instructor/administrator.

Failure to meet two (2) days of satisfactory medication administration criteria as listed below, may result in dismissal from the program. If a student fails to obtain 100% on any medication calculation test, the student will be given ONE opportunity to obtain 100% on a 10-question retest. Failure to obtain 100% on the retest may result in dismissal from program.

A. MEDICATION ADMINISTRATION CRITERIA

The following criteria must be met when administering medications at the following facilities:

LEVEL III:

1. Skills Lab/Clinical facility (one day clinical experience the student may have no more than:
 - a. One actual error and three potential errors or
 - b. Four potential errors
 - c. The student is required to demonstrate one (1) day of Satisfactory performance.

2. UPMC Hospital (up to five days clinical experience) The student may have no more than:
 - a. One actual error and three potential errors or
 - b. Four potential errors
 - c. The student is required to demonstrate at least three (3) days of Satisfactory performance.

3. UPMC Hospital (one day IV therapy) The student may have no more than:
 - a. One actual error and two potential errors or
 - b. Three potential errors
 - c. The student is required to demonstrate one (1) day of Satisfactory performance.

LEVEL IV:

1. Skills Lab/ Clinical facility (two days clinical experience), the student may have no more than:
 - a. One actual error and three potential errors or
 - b. Four potential errors
 - c. The student is required to demonstrate two (2) days of Satisfactory performance.
 - i.) Day 1: Pass meds with instructor then complete medication calculation test.
 - ii.) Day 2: Pass meds with instructor then complete oral medication test.

** The student may have no more than:

- a) one actual error and one potential or
- b) two potentials.

** Failure to pass the medication administration retest will result in a clinical failure.

B. DOSAGE CALCULATION TEST (UNIT/COURSE)

A separate written dosage calculation test for PO/IM/SQ medications as well as IV medications will be given to the student at various clinical rotation sites. Students are required to score a 100% on all dosage calculation tests. Additionally, students are highly encouraged to seek tutoring with an instructor or an external agency if they have had to retest on any of the Math course exams.

All dosage calculation tests must be completed with 100% accuracy and consist of three (3) dosage calculation problems, except for the IV Math calculation test which consists of four (4) calculation problems.

If the student fails to pass the 3 dosage calculation test, the student is placed on a Clinical Probation with a remediation plan and will be given one opportunity for a 10 question re-test. Failure to pass the retest with 100% is considered a clinical failure. A student can only fail two of the Dosage Calculation Tests at the clinical facilities and do a retest. If a student fails a third math calculation test at a different facility, it is considered a clinical failure and will lead to dismissal.

Within the LPN Program, there are four (4) Dosage Calculations Tests throughout the program.

- 1) Rest Haven-York/ Alternate site: Math dosage calculation test
- 2) UPMC Hospital (Clinical Floor): Math dosage calculation test
- 3) UPMC Hospital (IV Medication): IV Math dosage calculation test
- 4) **Skills Lab/Clinical Facility**: Math dosage calculation test

Unusual circumstances will alter clinical testing sites. Unusual circumstances will be addressed at the discretion of the instructor/Nursing Supervisor.

C. VERBAL MEDICATION TEST (UNIT/COURSE)

During medication administration in each of the above facilities a verbal medication test will be given. Failure to pass this test with an 80% will result in the student taking a written test within one week. Failure to pass the retest with an 80% is considered a clinical failure. The verbal medication test must be completed in 30 minutes to be considered for a passing grade. The student can ONLY retest ONE time throughout Level III/Level IV.

CLINICAL EVALUATIONS

Clinical evaluations will be given at the completion of each clinical rotation. All evaluations in accordance with the clinical Rubric grade must be satisfactory in order to remain in the program and to progress from one level to the next. The student may be given a counseling form for good clinical performance as well as a poor clinical performance.

If the student is not accomplishing level objectives at a progressive rate, he/she will be placed on clinical probation. When a student is placed on clinical probation, they must attend all clinical days. At the end of the probationary period, an evaluation will be given. An unsatisfactory evaluation will be cause for dismissal.

A student will be placed on clinical probation due to lack of clinical progression, unprofessional behavior, and failure to comply with turning in clinical assignments and projects within the timeframe set by the instructor. A student can only be placed on clinical probation only one time per term. A second clinical probation within the same term or a third within the program year will result in dismissal. A third clinical probation will result in dismissal.

Individual counseling, remediation, and guidance will be offered by the faculty in an attempt to correct the condition that caused the probation. All disciplinary contacts are personal and will be held in private.

Term 1: LEVEL I & II

If a student receives three (3) or more Needs Improvement (NI's) for any clinical criteria, this will result in an Unsatisfactory (U) for that criteria at the end of the clinical rotation. An Unsatisfactory grade will result in dismissal from the program after review by the nurse Nursing Supervisor or designee,

Students will be given a maximum of five (5) times to successfully perform a required nursing skills procedure. Failure to safely complete a skill on the 5th attempt without prompting will result in dismissal.

The mandatory nursing skills are listed below and successfully performing these are mandatory before the student performs nursing care on a live patient.

<ul style="list-style-type: none">• Bed alarm/chair alarm• Applying restraints• Performing hand hygiene• Bed baths• Perineal care• Bed making (occupied and unoccupied)	<ul style="list-style-type: none">• BP, TPR, Pulse• Oximetry• Apical pulse• Peripheral pulses• Head to toe assessment• I/O	<ul style="list-style-type: none">• Transfers• Mechanical lift• Sterile gloving• Maintaining a sterile field• Donning and removing PPE
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Term 2: LEVEL III & IV

If a student receives three (3) or more Needs Improvement (NI's) in a clinical rotation, this will result in a clinical failure. An Unsatisfactory grade will result in dismissal from the program after review by the nurse Nursing Supervisor of designee.

Failure to safely complete a skill can result in dismissal.

A student who has not satisfactorily met level objectives will not progress to the next level.

PROGRESSION

Requirements for progression to each successive level and graduation are:

1. Grade average of 75% in each course/unit except Math which is 84%.
2. Adhere to attendance policy and hourly requirements.
3. Successfully complete level theory and clinical objectives.
4. Maintain a professionalism grade of at least 75%.
5. Successfully complete:
 - a. ATI Capstone assessments with a total of 75%
 - b. ATI NCLEX Predictor tests
 - c. ATI NCLEX- Live Review dates
 - d. ATI Virtual modules with a total of 75%

Students who do not meet progression requirements are placed on probation with a remediation plan. Remediation plans Students are required to complete the Redemiation requirements as outlined by individual instructors.

The student will be considered a graduate from the Practical Nursing Program at the York County School of Technology when the student has satisfactory completed the course of study as approved by the Pennsylvania State Board of Nursing.

Upon completion of the program the graduate will be eligible to sit for the National Council Licensing Exam for Practical Nursing (NCLEX-PN).

The maximum amount of time to complete the program is 150% or 18 months.

COUNSELING AND GUIDANCE

Counseling is provided to:

1. To keep the student informed of his/her progress.
2. To encourage student self-evaluation and personal growth.
3. To appraise the student's professional growth.
4. To provide assistance to students with personal problems.

Students are counseled by the faculty concerning personal, professional, and academic matters. Personal counseling is provided through referrals to a local Mental Health Center, and other persons and agencies as appropriate. Counseling may be initiated by the student or faculty member.

Faculty members are available for personal, professional, and academic counseling and guidance initiated either by a student or faculty member. When further professional assistance is needed for personal problems, students will be referred to the Practical Nursing Supervisor or community agencies.

If a student is having an issue with an instructor, the student should first discuss the issue with the instructor before meeting with the Nurse Nursing Supervisor. If the instructor and the student cannot agree, the student, instructor, and Practical Nursing Supervisor will meet to correct the issue.

ATTENDANCE POLICIES

The York County School of Technology LPN Program is a clock hour program. **ALL HOURS ARE IMPORTANT AND COUNTED PER PA State Board of Nursing and Financial Aid Requirements.**

Success in the job environment is greatly dependent upon regular attendance at work. The Practical Nursing Program attendance policy is designed to prepare the student for the work environment. Students are accountable for their actions and are responsible for their own learning. Class and clinical attendance is a critical aspect of the teaching/learning process. The school will not be responsible for any student's failure of a course/unit/ clinicals due to absenteeism. The LPN program tracks attendance, it is our expectation that students are aware of their own attendance in respect to the requirements. Students are welcome to request a copy of their attendance to date once per week. ***100% perfect attendance is our goal.***

STUDENTS ARE EXPECTED TO ATTEND 100% OF CLASSROOM AND CLINICAL DAYS AND MEET ALL COURSE/UNIT OBJECTIVES

Each student's attendance record and cumulative health record constitute part of the student's permanent record that is retained by the Program.

- A. ***Absences will be accrued in 15 minute segments***, meaning that if a student misses 15 minutes, or any portion thereof, this will count as a 15 minute absence at the discretion of the instructor. Late arrivals and early departures are a form of absence.
- B. The LPN Program is a clock hour program as per Title IV, all hours not in attendance do count and accumulate from start to finish.
 1. Death in the immediate family (absence not in excess of 3 days) (immediate family is defined as parent, parent in-law, sibling, spouse, child or near relative who resides in the same household or any person with whom the person has made his/her home)
 2. Death of near relative or friend (absence on day of funeral) (near relative is defined as cousin, grandparent, aunt, uncle, niece, nephew, son in-law, daughter in-law, brother in-law, sister in-law)
 3. Subpoena to appear in court or jury duty (Documentation Required -See Nursing Supervisor)
- C. Absence of three or more consecutive days due to illness or injury must be verified by a family physician or specialists. A written excuse must be submitted before admission to the classroom or clinical area is granted.
- D. Attempts should be made to request court appearances during hours the Program is not in session. Please contact the Practical Nursing Supervisor if you are called for Jury Duty so that we can attempt assist you in having it postponed until after graduation.
- E. If scheduled/offered by the program Nursing Supervisor, any clinical unexcused absence could be made up at the end of the Level II & IV at the student's expense, This does not imply that we will offer make up time, as this is at the discretion of the nursing supervisor.

- F. When a student's hours exceeds 28 hours during Term 1 (Levels I and II) (combined), a warning letter will be given to the student alerting them to the hours absent. If a student exceeds 35 hours (theory and clinical combined), the student can be dismissed from the program. Extenuating circumstances are evaluated by the nursing supervisor of Practical Nursing.
- G. When a student's hours exceeds 28 hours during Term 2 (Levels III and IV) (combined), a warning letter will be given to the student alerting them to the hours absent. If a student exceeds 35 hours (theory and clinical combined), the student can be dismissed from the program. Extenuating circumstances are evaluated by the nursing supervisor of Practical Nursing.
- H. At **35 hours** missed, the student will sign an attendance contract **in either Term 1 or Term 2**. Once the contract is signed, any further missed time (ie: tardy, leaving early, absent) can result in dismissal from the program. Total absences in the program is 10 days (70 hours). If 5 days (35 hours) or more are clinical, they must be made up at the end of the program at the student's expense. Extenuating circumstances are evaluated by the nursing supervisor of Practical Nursing.
- I. Absences at or over 35 hours of the total program must be made up at the student's expense (this includes acts of nature- snow, floods, etc). Any time which needs to be made up at the end of the program will be charged at the rate of \$50.00 per hour divided by the number of students making up the time. The rate will vary depending upon the number of students making up the day. Up to 3.5 hours is ½ day. Over 3.5 hours will be one (1) make up day. The make up time will be scheduled based on availability of a clinical facility and instructor. A student must attend 75% of the scheduled time in any one clinical rotation in order for the instructor to evaluate the student's clinical performance. Failure to do so can result in clinical failure.
- J. The make-up time does not erase the absence time accrued.
- K. Advanced Placement transfer students will be given 21 hours maximum within the level they enter for missed time in the program.
- L. In such an intense program extended absence of more than five (5) consecutive classroom and/or clinical days without prior notification to the school will result in dismissal from the Program. If a student is aware of a situation needing a extended absence of more than five (5) consecutive days they will be given the opportunity to withdraw.
- M. Students should arrange for routine doctor, dentist, or any other appointments at times other than school hours.

- N. For those students who are entering level III / IV with accumulated hours already missed in levels I / II, the total program cumulative hours that can be missed is 70. Please note your previous hours in level I / II count to that total 70 hours.
- O. Any excessive time spend outside of scheduled class or clinical hours will be counted against the student in 15 minute intervals at the discretion of the instructor or LPN Nursing Supervisor.
- P. Maximum hours that can be missed for the entire program is 70.
- Q. Students will require approval from the Practical Nursing Supervisor to attend class on Zoom. Permission to attend on Zoom is based on extenuating circumstances that are evaluated on an individual basis and will require supporting documents.

CLINICAL ABSENCES

- A. If scheduled/offered by the program Nursing Supervisor, any clinical unexcused absence could be made up at the end of the Level II & IV at the student's expense, (see pg. 46 for cost). This does not imply that we will offer make up time, as this is at the discretion of the nursing supervisor. If offered, anytime which needs to be made-up at the end of Level II/IV will be charged at the per diem hourly rate. Regardless of whether make up time is offered or not for any given term, students are still held accountable for the 75% attendance threshold for anyone clinical rotation.

A student must attend 75% of the scheduled hours in any one clinical rotation in order for the instructor to evaluate the student's clinical performance. Failure to do so can result in clinical failure.

TARDINESS/LEAVING EARLY

- A. Tardiness is anything greater than 2 minutes late from the posted start time or leaving before the end of the day, however, any incident of leaving early or tardiness is recorded in increments of 15 minutes from the scheduled start time. Tardy is defined as: two minutes or more of missed time either coming in late or leaving early from the program on any given classroom/clinical day. See clinical tardy on page 44, letter C.
- B. If there is excessive tardiness (three (3) or more times per level) in reporting to class or clinical, the student will receive a written counseling/SAP form. With the next incident, the student will meet with the Nursing Supervisor and sign an attendance contract. Any further incidence of tardiness could result in dismissal from the program.
- C. The student must notify the school (Administrative Assistant) or appropriate

clinical setting if he/she is going to be absent/ tardy. Failure to call in appropriately will be addressed in accordance with item D below. If a test is given the day a student is late, the student will take the test per the faculty discretion/convenience. Students are responsible for any material missed due to tardiness, in the case of tests/quizzes/projects the ability to make this up is at the direction and discretion of the instructor/Nursing Supervisor. The intent is that any missed item must be made up that day. Please refer to the Make-Up Work policy on absences and tardiness.

- C. Tardiness in the clinical area cannot be tolerated since this could be potentially dangerous to a patient's plan of care. Instructors must be notified if lateness is anticipated, so that assignments can be adjusted. **If you are going to be more than 30 minutes late to a clinical day with an instructor, you may not attend that day of clinical experience and it will be considered a clinical absence, make-up work will not be provided.** Any student who has been late reporting to the clinical area two (2) times (or in accordance with B above), will receive a written counseling form by instructor. As this is a clinical setting and patient safety is paramount, subsequent tardy, leaving early, being late will result in dismissal.
- D. Failure to appropriately notify the school or clinical facilities about absences or tardiness will be considered a lack of responsibility and the following disciplinary action will occur:
1. First Occurrence: The student will be given a written warning.
 2. Second Occurrence: The student will sign an behavioral contract with the Nursing Supervisor or designee.
 3. Third Occurrence: The student will be dismissed from the program. Extenuating circumstances are evaluated by the Nursing Supervisor of Practical Nursing.
- E. If a student must leave early (prior to dismissal), the student must report to the appropriate instructor prior to leaving school. The lost time accrues towards the 70 total hours for the program.
- F. After three (3) incidents of tardy, the student will receive a counseling form from the instructor. With the next incident, (4th) the student will meet with the Nursing Supervisor and will sign an attendance contract. Any further incidence(s) thereafter of tardiness/leave early will result in dismissal from the program. It is the student's responsibility to discuss extenuating circumstances with the Nursing Supervisor, each case is evaluated on an individual basis.

REPORTING OF ABSENCE OR TARDINESS

A. Class

If you are going to be late or absent for class, you must:

1. **Call the Adult Nursing Office by 7:00 a.m. (717-747-2135)** to notify your instructors of the reason for delay or absence and your estimated time of arrival.
2. **Leave a message with the Administrative Assistant** for the instructor.
3. **If you are in the building but must, due to an emergency, step out of the classroom and will not be back in the classroom at the appropriate start time you must notify your instructor in advance,** excessive occurrences (more than once) of this will be written up as tardy or absent as the situation warrants and the time will count against attendance in 15 minute segments.

B. Clinical

1. **Call the Administrative Assistant (717-747-2135)**
2. **Call the Instructor**
3. **Call the Clinical Site. See C8**

C. Clinical Contact Information:

1. York Hospital – 851-2345
Notify the clinical area to which you are assigned before 6:30 a.m. The operator will not take messages.
2. Pleasant Acres – 840-7100
Notify the clinical area to which you are assigned before 6:30 a.m.
3. UMPC Pinnacle Health Memorial –843-8623
1- West rotation: Ask for 1 West before 6:30 a.m. They will relay messages to the clinical instructor.

OB rotation: Ask for 3rd Floor before 6:30 a.m. They will relay messages to the clinical instructor.
4. Rest Haven-York – 843-9866
Leave message with the operator (call before 6:30 a.m.).
5. SpiriTrust Lutheran – 767-5404
Notify the clinical area to which you are assigned before 6:30 a.m.
6. Northwestern Human Services – 846-4490
Leave message with the receptionist before 6:30 a.m.
7. Margaret E Moul Home – Phone 767-6463
Leave message with the receptionist before 6:30 a.m.
Leave message with the operator (call before 6:30 a.m.).
8. Please refer to clinical schedule key for out-rotations when reporting clinical absence or tardy.
9. It is the student's responsibility in reporting an absence, to make calls personally and record the receiver name.

PLEASE NOTE THAT MANY CLINICAL EXPERIENCES BEGIN AT 6:45 AM AND YOU MAY NEED TO MAKE ARRANGEMENTS FOR CHILDCARE ACCORDINGLY.

NURSING LAB POLICIES

1. Lab time is open during the scheduled hours of the building; use your time wisely and work on being proficient in nursing skills. **If you are absent** during a lab in which nursing skills were presented – it is YOUR responsibility to obtain the information as soon as you return to school. Being absent during this time is NOT an excuse for not being able to carry out a skill.
2. Stay with your assigned group.
3. **NO FOOD, DRINK OR CELL PHONES IN THE LAB.**
4. Stay in the lab or designated area – breaks will be scheduled/assigned.
5. Make sure you have your procedure binder with you during lab time and remember to record the date a procedure was practiced.
6. **Not being able to stay after school is NOT an excuse** for not practicing and becoming proficient with nursing skills. Review your textbooks, handouts, and skills checklist AT HOME. Also available are online software for selected skills and library resources.
7. It is **unacceptable** for any student **not to be prepared** in the clinical area following instruction in the classroom and/or laboratory of a nursing skill unless otherwise stated by the instructor. Clinical time is not practice time.
8. Instructors are available most days after school for individual assistance. If you need/want assistance with any nursing skill, please schedule a time with an instructor.
9. **The lab needs to be put back in the SAME ORDER as you found it or BETTER.**
10. **Nursing Lab policies and evaluation of student performance will be provided by the instructors and may be modified as needed.**

REMEMBER: YOU are responsible for learning your clinical nursing skills! The only way to do this is to **PRACTICE! PRACTICE! PRACTICE!**

CLASSROOM DRESS POLICY

1. Students must wear the YCST green polo school shirt/sweater.
2. Khaki pants/ jeans/ scrub bottoms without holes, rips, or tears. These must be worn at waist level with both pant legs down at the same length.
3. YCST ID badge that is issued by the PN program. Failure to do so will result in having to miss time from class to go home and return with proper attire. Time missed in the program will add to total hours of attendance.
4. Students must wear fully enclosed shoes.
5. NO CELL PHONES or ELETRONIC DEVICES IN THE CLASSROOM. (this includes **smart watches, Apple watches, Google eyeglasses, etc.**)
6. Shorts/ skirts that of professional length and do not permit indecent exposure.
7. **Articles of clothing/dress that are NOT permitted:**
 - a. Clothing that displays, advertises or promotes the use of alcohol, drugs, steroids or tobacco products.
 - b. Clothing that has holes, are ripped, torn, transparent or see through.
 - c. Pajama bottoms/leggings/yoga pants
 - d. Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses may not be worn in any part of the building during regular school hours.
 - e. Flip flops/slippers/chanklas/open toed shoes/ sling backs/crocs with a band.
8. Display of any potentially derogatory or hate Speech symbolism and/or any item that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property will be made by YCST administration and will not be negotiable.

PERSONAL IDENTIFICATION

1. School photo ID badge must be worn at all times with the lanyard provided by the school or clip style pin.
2. Badges must be worn on the upper torso of the body with the name facing outward and visible to others.
3. Students will be sent home to retrieve badge, time missed in the program will add to total hours of attendance.

TATTOOS

1. Tattoos considered to be offensive or vulgar as determined by the Practical Nursing staff must be removed prior to admission or covered at all times. (ie) pornography, naked bodies, profanity etc.

CLINICAL DRESS POLICY

1. Students are responsible to conduct themselves in a manner that will reflect favorably upon themselves as well as the York County School of Technology.
2. Any student not in proper uniform attire will be asked to leave clinical for the day and these hours will add to the total hours absent from the program.
3. The following policy meets the organizational standards for appearance in the clinical sites utilized throughout the practical nursing program.
4. Students that disregard this policy will be subject to disciplinary action up to and including dismissal.
5. Gum chewing is not permitted on the clinical area.

HYGIENE

1. Students will adhere to professional standards of cleanliness and personal hygiene. Offensive odors must be minimized.

FRAGRANCES/ODORS

1. Fragrance products such as perfume, cologne, scented lotions, body washes, etc. may have significant health effects for many patients and staff and/or may be offensive, therefore, they **cannot** be worn.
2. Students must be **free of the smell of smoke** per policy of our clinical partners as a SMOKE FREE campus and offensive odors can cause adverse reactions/outcomes for patients.

FACE/ HAIR

1. Hair should be neat, clean and of a natural color (no green, purple etc.) and style (no Mohawks etc.).
2. If the hair length extends past the collar, it must be pulled back in a bun or braided, it must be kept off of the face and shoulders. No ponytails, no “messy buns”, and no “bangs” over the face.
3. Facial hair must be neatly trimmed.
4. Makeup is permitted but must be used in moderation.

FINGERNAILS

1. Nails must be the natural nail and be kept short and well-manicured. Nails may not extend past the pad of the fingernail more than 1/8th inch.
2. NO nail polish, gel polish, acrylics, French tips, etc.
3. NO artificial nail application including but not limited to items glued to the surface of the nail, items piercing the nail, wraps, gels, nail extensions.

FOOTWEAR

1. Shoes must be white in color with a rubber sole. The material must allow for liquids to easily roll off the shoe. Shoes cannot be made of canvas or mesh material.
2. Shoe must cover entire foot. No open toe or open heeled shoes. No Crocs or clogs.
3. Shoes must be kept white, clean, and polished.

UNIFORMS

1. Students will wear only the approved uniform. Uniforms must be kept clean, be free of discolorations/stains. Any student not in proper uniform attire will be asked to leave clinical for the day and these hours will add to the total hours absent from the program.
2. Uniforms need to fit properly (not too tight or too loose, pants are not touching the floor or frayed), and are neat, clean and wrinkle free.
3. Student YCST ID Badge and assigned Facility ID Badge are required for clinical facilities for security purposes. Student without badges will be sent home.
4. Warm-up jackets are allowed to be worn with a practical nursing patch that are purchased from the approved uniform company. Cherokee brand- Hunter Green is the approved color.
5. Uniform tops and pants are the Cherokee brand, Hunter Green is the approved color. Uniforms are to be purchased by students from the vendor affiliated with the PN program (this does not include the clinical shoes).
6. Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses *are not* allowed to be worn in the clinical area.

JEWELRY

1. Acceptable jewelry that may be worn includes:
 - a. The white watch provided by YCST.
 - b. Medical alert jewelry (Bracelet or necklace)
 - c. 1 pair of stud earrings per ear, no larger than 1/4 inch.
 - d. Plain wedding band.

** Any other jewelry not listed is not acceptable to wear at the clinical setting.

NOTE: OB/Peds rotation has special requirements, students must follow the requirements as failure to follow the requirements can pose a risk to the patients.
(ie. No rings or earrings).

TATTOOS

1. **All visible tattoos must be covered.**

PERSONAL IDENTIFICATION

1. School/facility photo ID badges must be worn at all times.
2. Badges must be worn on the upper torso of the body with the name facing outward and visible to others.
3. Badges may not dangle.

CELL PHONE USE

1. Students on clinical are **NOT** permitted to have a cell phone **AT ANY CLINICAL FACILITY.**
2. Cell Phones are not permitted in the classroom, or clinical facility.
3. Please refrain from having conversations on the cell phones while in the hallways while other classes are in session. As this may be disruptive to other student's learning and may violate FERPA and HIPAA Laws.

SKILLS BINDERS

1. Each student will receive a green clinical handbook/ binder in Level I.
2. Students must successfully perform all mandatory skills listed on page 42 prior to performing nursing care on a live patient. Failure to do so may lead to probation or dismissal due to failure to progress.
3. Instructors do not need to watch students practice individual skills after instructions and practice have been provided in the clinical skills lab.
4. Other skills are taught and practiced but not mandatory prior to entry to clinical sites. Not all students may have the opportunity to complete skills on "live" patients.
5. Initially, personal care, bedmaking, and vital signs/ documentation are the only procedures that you may perform without your instructor present.
6. When students satisfactorily perform any procedure in the skills lab, the clinical instructor will date and initial that procedure, that does not imply that students may perform these procedures on their own.
7. **Students may not perform any procedure alone. Students may only perform procedures with their instructor or a Registered Nurse (RN) in facilities where the instructor is present.**
8. Most skills will require more than 3 practices.

LOCKERS (Adult Ed/LPN HALLWAY)

Each Adult Ed LPN student will be assigned his/her own hall locker in the Adult Ed wing. Lockers may not be shared.

Students are advised not to bring anything of value to school. The school is not responsible for lost or stolen articles. The combination to the locker will be given to each student individually. If the student encounters a problem with the locker, the problem should be referred to the LPN office. Only items related to the educational process may be stored in the lockers. No food items may be stored overnight in the lockers. No items that are banned from school property may be in lockers.

All lockers are school property. Therefore, if the school authorities have a reasonable suspicion that the locker may contain materials which pose a threat to the health, welfare, and safety of students in school, the lock may be removed and the locker searched. School authorities may search a student's locker and seize any illegal materials or items that are not permitted on school property.

Prior to a locker search, students shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning. Students are responsible for any item found in your locker.

If a lock needs to be cut off the locker for a search, the school is not responsible for the loss or replacement of the lock.

Students are only granted access to these lockers if they are currently enrolled, and during normal school hours. Any student who withdraws, or is dismissed from the program must empty their locker within 2 business days.

I _____ have read and accepted this acceptable use locker guidelines.

Student: _____
(Print Name)

Student Signature: _____ Date: _____

TOBACCO USE POLICY

As part of York County School of Technology (YCST), the Adult Nursing Education Program adheres to the school's Tobacco Use Policy. The YCST Joint Operating Committee (JOC) recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school.

The YCST JOC prohibits students from possessing and/or using tobacco at any time in the school building, in the parking lot, in a car parked on the parking lot, on any school property (grassy areas) or any adjacent properties or anywhere you can see the school campus. The school may initiate summary offense proceedings against a student who violates this tobacco use policy, and/or impose disciplinary action. Tobacco use is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product (electric cigarette); smokeless tobacco in any form or any other tobacco product.

In addition, the Adult Nursing Education Program prohibits nursing students from using tobacco at all clinical sites and whenever a student is wearing a uniform or clothing with the Adult Nursing Education Program logo (T-shirts, lab coats) in any location.

Failure to comply with this policy will result in:

- 1. First offense - Verbal Notification**
- 2. Second offense - Written Notification**
- 3. Third offense - Disciplinary Action (Possible dismissal)**

The purpose of this tobacco use policy is to encourage healthy living and decrease exposure to second hand smoke for all students, faculty, staff and patients/residents. Tobacco use cessation education is included in the nursing curriculum. Students, faculty and staff members who desire information about tobacco use cessation support groups should see the Adult Nursing Supervisor or Adult Nursing Secretary.

DRIVING AND PARKING

Students are responsible for providing their own transportation to school and clinical facilities.

Instructions for parking at the clinical facilities will be reviewed prior to the clinical rotation.

All students will be required to purchase car ID's (\$3.00) in the Adult Nursing Office for their automobiles. Automobiles without car ID's could be towed from the YCST parking lot.

All adult students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult Nursing Education door #45 entrance toward the north end of the building.

No parking is permitted on the lot on snow days before 7:00 a.m. This will allow for the building crew to clear the parking lots slippery conditions.

USE OF TELECOMMUNICATION DEVICES

In school there are phones in every classroom that may be used at lunch or break time. Messages to students will be relayed during class breaks. Emergency calls will be relayed immediately.

Due to HIPPA Regulations Recording devices are not permitted in the classroom. Exceptions may apply.

HIPPA & VIOLATIONS:

1. Confidential information of patients, patient family members, visitors, physicians, nursing staff, faculty, fellow students, and class and clinical situations should never be discussed in any form online. The Health Insurance Portability and Accountability ACT (HIPAA) guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violation of HIPAA.
2. Personal information and photos with students, faculty, staff, classroom and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff, etc.
3. The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.
4. Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting, or discriminating against anyone are not to be posted.

Cellular phones, cameras, recorder equipment, or beepers are NOT permitted in the classroom, hallway, or clinical sites/premises. They may be used in the student breakroom or outside the building when on break.

Failure to comply with this policy may result in:

1. First Offense - Counseling Form by Instructor
2. 2nd Offense - Program/Behavioral Contract
3. Could result in dismissal

Cellular phones or beepers are NOT permitted at any clinical facilities.

On the clinical areas any HIPPA violations is very serious with stricter consequences including dismissal.

USE OF COMPUTERS

The York County School of Technology (YCST) has an acceptable use policy in effect for all students and staff. All computers are for educational use only. YCST has the right to monitor and record all activities.

Access to the World Wide Web, educational software and word processing capabilities is a valuable resource intended to supplement the student's educational learning process. Computers are available in the multipurpose room for student use. The intended purpose for computer use will be limited to educational research and personal enrichment; no game playing or electronic mailing will be allowed.

The following rules and policies will apply to use of the computers:

1. When work is completed on the computer, close out of current application and shut the computer completely down.

POSTING CONTENT to SOCIAL MEDIA SITES

Students who identify themselves as York County School of Technology ("YCST") adult education students, when posting content to any social media site should not represent that they are speaking on YCST's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding YCST, its students/faculty/staff and clinical/externship sites. Inaccurate, inappropriate, threatening, or harassing postings that substantially disrupt YCST's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and result in the dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

INTERNET USE at CLINICAL or EXTERNSHIP SITES

Students should not be using any electronic devices at the clinical/externship site while training unless prior permission from the site is obtained to do so. If permission is granted by the site, students are required to adhere to all rules, policies and expectations that the site facility has regarding the use of electronic devices, including the use of its wireless internet on students' own personal electronic devices. Students have no expectations of privacy when using the Internet at the sites. YCST reserves the right to prohibit students from using electronic devices at clinical/externship sites, if such usage is deemed to be disruptive to the educational program.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER

Please keep the school advised of any change by a written note given to the Administrative Assistant. If a student has no phone, the phone number of a nearby resident who could relay information to the student should be submitted. Current email address must be on file. Please also note that it is wise and courteous of you to continue this practice after graduating. Proof of name change must be officially documented before changes are made on school documents.

CHILDREN

No children are to be brought to school, class, clinical, or other related activities during school hours.

CARE OF EQUIPMENT

All equipment is school property and must not be removed from the premises without permission. Permission must be obtained from the instructor for nursing fundamentals laboratory equipment.

Students are responsible for cleaning up after themselves.

STUDENT EMPLOYMENT

Students may wish to be employed during the educational year. It is strongly suggested that the student only be employed part-time and preferable on weekends. Students may not identify themselves as representatives of the York County School of Technology Practical Nursing Program by wearing the school uniform or name pin and may not function as students or graduate Practical Nurses.

All students are expected to attend all graduation exercises while they are members of the student body. Formal graduation exercises are held with the presentation of diplomas and school pins.

STUDENT COUNCIL

Each class will elect officers and participate in class activities. A monthly class meeting will be held.

Monthly meetings with officers of both classes and the Adult Nursing Supervisor will be held.

Student Council members will be invited to staff faculty meetings when applicable.

Student Council provides an opportunity for developing leadership skills and citizenship responsibilities throughout the program.

*** Current students enrolled are expected to participate and attend the graduation ceremony.**

USE OF LIBRARY

The Practical Nursing Library is located in the Adult Nursing Multimedia Room.

It is maintained for students and staff in the Practical Nursing Program. Materials can be signed out for one week. If materials are not returned after one week, a fee of 25 cents a day is charged to the student. Materials must be signed out appropriately with the Adult Nursing Education Secretary.

Students are responsible for returning books as soon as possible to afford everyone the opportunity to use the books. Any lost book is the responsibility of the person borrowing the book and must be paid for by the student. A student will not be issued a diploma if all library materials have not been returned.

CLASSROOM/ CLINICAL CONDUCT

1. If a student's behavior is disruptive in class, they may be asked to leave.
2. Electronic devices with recording capability or photo are not permitted in the classroom or in the clinical area.
3. Cell phones, cameras, recorder equipment, or beepers are NOT permitted in the classroom, hallway, or clinical sites/premises. They may be used in the school's student breakroom or outside the building when on break. (NOT AT A CLINICAL SITE) Failure to comply with the policy may result in:
 1. First Offense - Counseling Form by Instructor
 2. 2nd Offense - Program/Behavioral Contract
 3. 3rd Offense - Could result in dismissal
4. Your conduct in school, in the clinical agencies, or away from school reflects upon you, the nursing program, the school and the faculty. Violations of good conduct may result in disciplinary action.
5. Students are subject to the authority of all High School Faculty, High School, Administrators, Adult Faculty, and Adult Administrators.

BREAK TIME

Break time is provided for restroom use and to refresh for the next instruction. **Break time is not intended for errands or leaving the campus.** Students must follow instructions from the faculty regarding break time. Leaving early or returning late from break will require the student to sign in/out. Missed time will be counted toward absence and may be considered a leave early/tardy incident. Leaving the classroom during class is only for emergency restroom needs.

LUNCHTIME

Students are encouraged to bring their lunch and something to drink. A refrigerator and microwave ovens are available. Lunch can be purchased at the YCST School cafeteria of Spartan Inn.

Students may leave campus to get lunch however this is greatly discouraged. Most eating establishments are at a distance or busy. This may not allow the student adequate time for travel and eating. Eating in class is not permitted.

Clinical at York Hospital – Restaurants are available on campus. Students may not leave campus or return to Memorial Lot during lunchtime due to time constraints. Students returning to the clinical floor past the posted time is considered tardy.

Clinical at Margaret Moul Home, Pleasant Acres, and UPMC Pinnacle Memorial-- It is recommended that students do not leave campus during lunchtime due to time constraints. Students returning to the clinical floor past the posted time are considered tardy.

LUNCH/BREAKS

Adult students are permitted to eat in the school cafeteria and the Spart Inn. All students will be required to pay the adult lunch price.

ACADEMIC INTEGRITY What is it?

Academic integrity is the pursuit of scholarly activity free from fraud and deception. Academic integrity means work that you complete and submit is done by you and only you. Academic integrity applies to any work which is submitted to an instructor. It includes written assignments, taking quizzes/ tests/ examinations, research reports and activities completed for extra credit as assigned by the instructor as well as other phases of your academic work at the school.

ACADEMIC DISHONESTY What is it?

Any violation of academic integrity is dishonesty. The most common forms of academic dishonesty are cheating and plagiarism. It includes, but is not limited to using unauthorized materials during tests, copying in tests, improperly acquiring knowledge of the contents of tests, comparing answers in any way (orally, visually or writing) with anyone or claiming and/or submit others' work as their own.

POLICY

re: academic dishonesty:

Academic dishonesty is not tolerated by the faculty in any course/unit. Students who are caught cheating will receive a grade of zero for the work in which the student cheated and will be referred to the Adult Nursing Education Nursing Supervisor for counseling. After one (1) warning a student may be dismissed from the program.

If you have questions about cheating or plagiarism, you should consult your instructor *before submitting assignments.*

DISCIPLINARY PROBLEMS

In the event of a student disrupting a class or unsafe clinical practice, the student will be dismissed from class or the clinical area immediately and the matter will be reported to the Adult Nursing Supervisor for further action.

Students violating rules and regulations are subject to probation or dismissal from the program. Your cooperation in understanding and complying with these rules and regulations is essential to the total operation of the York County School of Technology.

PROBATION/DISMISSAL

A student may be placed on probation or dismissed for following reasons:

- A. Dishonesty
- B. Theft
- C. Unprofessional Conduct in classroom or clinical.
- D. Students who attempt to sleep in class, use their cell phones in class, or otherwise display inattentive or disruptive behavior may be asked to leave the classroom and the missed time may be counted as absence. Excessive occurrences of these types of behavior could result in failing a course and/or being dismissed from a program.
- E. Unsafe clinical practice
- F. Negligence
- G. Endangering the physical and/or mental well-being of a patient
- H. Unethical conduct - rudeness, disrespect, using foul language, insubordination, and loudness.
- I. Safety violations
- J. Disregard for the rules and regulations of the affiliating agencies and/or the Practical Nursing Program Student Handbook. (ie: cell phones, attendance, tardy...etc)
- K. Any form of harassment, bullying, or disrespectful behavior, etc.
- L. Any student who is either dismissed or withdraws from the program must reenter at the beginning of the level they did not complete. Only in extenuating circumstances where less than 12 months has transpired and with Nursing Supervisor approval may any other options be considered.

STUDENT BULLYING, DISCRIMINATION & HARASSMENT

York County School of Technology is committed to providing every student with a learning environment that is free from bullying, discrimination, and harassment. York County School of Technology strongly supports State and Federal laws that protect all students from acts of discrimination, harassment and bullying. A copy of the school's policy that prohibits this type of behavior is available in the office.

The affiliating agencies reserve the right to recommend to the York County School of Technology that any student in the Practical Nursing Program for reasons of unsatisfactory performance, violation of rules or other misconduct, not be allowed to practice in the agency. Students cannot graduate without clinical practice. It is a requirement of the educational program.

A student shall be dismissed without probation if conditions merit such action. For example:

1. Unsatisfactory clinical performance
2. Unprofessional conduct

WITHDRAWAL/DISMISSAL/READMISSION

If a student decides to withdraw or is dismissed from the program and wishes to re-enter, they must do so at the beginning of the level they did not complete provided the following conditions are met:

- A. A vacancy must exist in the class desired. No more than fifteen (15) students per instructor in clinical areas is permitted.
- B. Upon re-admission if tuition has increased, the student is responsible for paying the new tuition rate for all courses/unit, levels or clinicals not successfully completed at the time of their withdrawal/dismissal from the program. All past charges and tuition must be paid at least two weeks prior to readmission or re-entry to the program.
- C. Less than 12 months have elapsed since withdrawal. If readmission is desired after this 12-month period, the student Must reapply completely for the program.
- D. Regardless of the reason for withdrawal/dismissal from the program, new applicants and continuing students have priority registration. Typically, one and no more than two opportunities will be given for re-entrance. Those seeking a second re-entry opportunity must present compelling evidence to the Nursing Supervisor for review. Decisions on second re-entry requests will be made on a case by case basis by the Nursing Supervisor.

- E. Regardless of the reason for repeating or retaking a Unit / Level, when a student re- enters the program, the student is responsible for paying the current tuition for that Unit/Level upon retaking said Unit/Level.

If a student is dismissed for academic reasons, and then readmitted to the program, an academic improvement plan will be created to advise the student to be successful. The student must follow the objectives of the academic improvement plan as prescribed in order to remain in the program. A conference with the Practical Nursing Supervisor and/or Director of Adult Education shall precede the final dismissal of any student from the program for reasons other than academic failure. In serious circumstances, at the sole discretion of the Practical Nursing Supervisor or his/her designee, a student may be suspended from the program pending such pre-dismissal conferences. Should the conferences result in reinstatement after such a suspension, the cost to make up clinical time shall be borne by the student, unless relief is requested and granted by the Practical Nursing Supervisor and the Director of Adult Education.

Students who are dismissed from the program due to failure to meet established academic and professional standards will not be readmitted unless satisfactory evidence can be shown that deficiencies have been corrected. The student must reapply to the program. Administration reserves the right to consider documented extenuating circumstances in the adjudication of the rules in this handbook.

ACADEMIC IMPROVEMENT PLAN FOR **STUDENT WITHDRAWALS AND RETURN TO** **THE PROGRAM**

Upon leaving due to academic issues or upon return to the LPN Program, the student will be given an academic improvement plan. The academic improvement plan is a plan of action in order to facilitate the success of the student in completing the diploma. The student must satisfactorily follow and complete the course of action. The student then meets with the Nursing Supervisor to assess any further areas of need. The intent is that the student will demonstrate the ability to be successful with the nursing curriculum and rules of the program. This academic improvement plan is required for further financial aid funding.

HEALTH AND SAFETY

INDIVIDUAL HEALTH CARE AND INSURANCE

Health care is the primary responsibility of the individual student. Students are required to carry health insurance.

If you do not have health care coverage, the program can provide you information with a range of options for short-term health insurance coverage that can be purchased monthly or for up to one year.

E.J. Smith and Associates
899 Skokie Blvd
Northbrook IL 60062

Phone: 847-564-3660
Fax: 847-564-3069
www.ejsmith.com

ILLNESS

- A. If you become ill or have an accident on the clinical area, report to your instructor immediately. Your instructor will determine the action to be taken.
- B. Herpes Simplex (cold sores, fever blister) and Herpes Zoster (shingles) may not be allowed on selected clinical areas. This will be decided at the discretion of the instructor and facility personnel. (ie: OB, Peds, and Nursery)
- C. Facility policies for employees/students will be followed. i.e. Needle stick
 - 1) Referred to Workfirst for a screening of HIV and Hepatitis B & C.
 - 2) Chicken Pox
- D. Incident reports must be filled out on the day of the incident.

Drug Policy

Students are expected to conduct themselves in a safe professional, responsible manner. Insubordination, disruptive unsafe or blatantly disrespectful behavior may be grounds for disciplinary action, up to and including dismissal. In addition, the following acts by a student while in the school building, or on school property, or at a school sponsored activity or event, or enroute to any of the aforementioned shall be regarded as misconduct by the student and shall be cause for suspension or expulsion:

1. Possession, use, sale, or transfer of drugs or look-alike drugs or non-prescribed drugs.
2. Possession, use, sale, or transfer of alcoholic beverages.
3. Display or drug or alcoholic symbols including clothing worn or on vehicle.
4. Attending class while under the influence of a controlled substance.
5. Possession, use, sale, or transfer of a weapon.
6. Display of any potentially derogatory or hate Speech symbolism and/or any item that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property will be made by YCST administration and will not be negotiable.

The Adult & Continuing Education Center expects all members of its community to act responsibly. As an accredited post-secondary institution we strive to maintain the highest standards of academic honesty. Honesty in the performance of academic assignments is essential to both subject mastery and intellectual development, and the responsibility for such honesty rests with the individual student. Acts of academic dishonesty may result in both academic and disciplinary penalties. Examples of academic dishonesty include but are not limited to cheating, attempted cheating, failure to follow directions (behavioral) during testing, plagiarism, or assisting another student in a dishonest academic act. As a result of such acts, the instructor may assign a grade of zero and, depending on the weight attached to the particular homework, quiz, examination or paper, the zero may result in a student's failing the course. The student may appeal the penalty by meeting with the LPN Nursing Supervisor who will review and determine whether the facts in the case are valid.

**YORK COUNTY SCHOOL OF TECHNOLOGY PRACTICAL
NURSING PROGRAM SUBSTANCE ABUSE FORM**

The student will:

1. Remain free from all mood altering chemicals including alcohol.
2. Submit to random urine, drug screening, and/or blood alcohol tests upon request.
3. Provide release of information from any treatment center or hospital.
4. Be subject to disciplinary procedures up to and including dismissal.

Student Name (printed)

Student Signature

Adult Nursing Supervisor

Date

Witness

Date

PHOTO RELEASE FORM

I hereby grant _____ permission to use photographs taken of myself and my likeness in any and all of their publications, including but not limited to website entries, Facebook, and brochures without payment or any other consideration. I understand and agree that these materials are the property of _____.

I hereby irrevocably authorize _____ to edit, alter, copy, exhibit, publish or distribute these photos for purposes of publicizing and promoting _____'s programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph(s).

I hereby hold harmless and release and forever discharge _____ from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

(Signature) (Date)

(Printed Name)

If the person signing is under age 21, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

(Parent/Guardian's Signature) (Date)

(Parent/Guardian's Printed Name)

FIT FOR DUTY

Failure of the student to safely provide nursing care will result in a personal assessment by the Adult Nursing Supervisor who will decide the appropriate action.

SAFETY

Any threats against students or staff will be taken seriously. You may be suspended or dismissed and barred from the school property.

EMERGENCY RESPONSE PROCEDURE

The Emergency Response procedures of the York County School of Technology will be followed.

EVACUATION PROCEDURE

We will follow the evacuation procedure as outlined in the school policy book.

FIRE DRILLS

Fire drills will be held monthly as required by the State Law.

REMOTE LEARNING POLICIES

ZOOM ETIQUETTE

To ensure the effectiveness of Zoom room lectures and discussions, we ask that students to follow the same guidelines in a Zoom room that they would a class or clinical setting.

1. Become familiar with the technology. A tutorial can be found on Schoology through the Zoom tutorial website, or this link:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
2. Join 5 minutes before the start of each meeting.
3. Turn on your camera, the faculty will be maintaining face to face contact during remote learning. The faculty will communicate changes to camera settings prior to the meeting.
4. Find a quiet area and stay in one place, this is a class.
5. Be aware of your environment and background as instructors and classmates will be viewing what is around and behind you. Zoom allows users to create a neutral background, please review the Zoom tutorial for these options.
6. Please ensure that you are presentable and wearing proper attire.
7. Place your microphone on "Mute" upon entering the Zoom class and when you are not speaking.
8. Be respectful of the instructor, other classmates, and guest speakers.
9. Wait your turn to speak.
10. Be prepared with pen and paper to take notes.
11. Engage in Zoom sessions and be supportive of each other.
12. Communicate with instructors extenuating circumstances that prevent you from attending a Zoom session.
13. Again, communicate with your instructor with the need for exception other please be aware that poor professionalism will results in SAPS or in the case of clinicals it is part of your clinical evaluation.

TESTS

During the course that remote learning is deemed necessary, the Practical Nursing Program has developed procedures to meet established guidelines of the program and governing organizations. Academic honesty is an expectation in all aspects of the program. Please review the policies and procedures of Academic Dishonestly in the Student Handbook.

Testing will be scheduled during regular program hours, please check with your instructor for specific times. If a student cannot complete a test as scheduled, the student is required to notify their instructor before the exam using the Schoology messaging system. The student is required to confirm the new scheduled date of the test with the instructor on Schoology. Please review the policies and procedures of Make-up Work in the Student Handbook.

Proctored tests may occur through the use of computer technology, therefore, a computer or electronic device with video and sound capabilities will be required. Students may also be required to come to the school to complete a test.

The student should ensure that the environment in which they take the test is quiet and free of distractions. The environment for testing should be free of books, papers, pens, bags, course materials, handouts, additional computers/electronic devices. However, courses such as Math, may require a blank sheet of paper and pen/pencil. Instructors will provide specific testing guidelines and the use paper during a test.

GRIEVANCE PROCEDURE

STUDENT GRIEVANCE PROCEDURE FOR DISCIPLINARY MATTERS

Students enrolled in Adult Education Programs offered by the York County School of Technology are expected to abide by all programs rules outlined in Joint Operating Committee Policies, the applicable Student Handbook as well as their individual instructor's reasonable expectations regarding student behavior and the course syllabus. Students may be subject to disciplinary action for violating these policies, rules and expectations. The grievance procedure outlined below is the procedural mechanism to be used when a student wishes to challenge or review a student being placed on probation; or when students are suspended, dismissed or removed from an Adult Education Program. This procedure is not for academic matters. For students in the Nursing program, the appropriate administrator is the Nursing Supervisor of Nursing, for students in Adult Ed programming (non-nursing/GED) the appropriate administrator is the Assistant Supervisor of Adult Ed and for students in the ABE/GED program the ABE/GED Nursing Supervisor is the appropriate Administrator.

DEFINITION

For purposes of this procedure, a "grievance" is defined as a disagreement of a student enrolled in an adult program with an administrative decision that either results in the student being placed on: (1) academic or disciplinary probation; (2) temporarily suspended from an adult program for disciplinary reasons; or (3) dismissed or permanently removed from an adult program for any reason. **NOTE:** All complaints alleging bullying, hazing, sexual harassment, racial harassment, unlawful discrimination or unlawful retaliation shall be submitted to the administration pursuant to the procedures outlined in York County School of Technology Policies 103 (Nondiscrimination in School and Classroom Practices); 247 (Hazing); 248 (Unlawful Harassment); 248.1 (Sexual Impropriety) and 249 (Bullying).

An aggrieved student is defined as a student enrolled in an adult education program which to bring a grievance under this procedure.

A grievance to be considered under this procedure must be initiated within five (5) school calendar/business days of the aggrieved person's notification of being placed on probation or being suspended, dismissed or removed from an adult program.

A school calendar/business day is a day the school is scheduled to be open

Grievances must be delivered to the appropriate administrator (or designee) in writing,

with an original signature, not by e-mail or fax. Correspondence between the aggrieved student and YCST during the review of their properly received grievance is permitted by e-mail and fax.

PURPOSE

The purpose of this procedure is to provide students enrolled in Adult Education programs at the York County School of Technology with a procedure to challenge or review administrative decisions involving students being placed on probation or being suspended, dismissed or removed from the adult education program.

Nothing herein contained shall be construed to limiting the right of any students having such a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without availing themselves to the procedures outlined herein..

PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance is not filed and/or appealed within proper time limits by the aggrieved person, the grievance shall be considered to be untimely and no further administrative action shall be required.

In the event a grievance is filed at such time that it cannot be processed through all the levels in the grievance procedure by the end of the aggrieved student's completion of the program, the limits set forth herein may be adjusted so that the grievance procedure may be exhausted in a timely manner. The following procedural rules shall apply to all grievances filed under this procedure:

Failure at any level of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to mean that the aggrieved student finds the administrator response to be acceptable and the matter shall be considered resolved.

It is understood that students shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the school until such grievance and any effect thereof shall have been fully determined. However, if an aggrieved student is suspended, dismissed or removed from an adult education program, the administration, in its sole discretion, shall decide whether or not a student shall be permitted to attend adult program classes while a grievance is pending.

Level I-Any aggrieved student who has a grievance shall submit it in writing, with an original signature, first to the appropriate program administrator (or designee) in an attempt to resolve the matter. This must occur within five school calendar/business days of notification the decision that is the subject of the grievance.

Level II -If as a result of the review of the grievance at Level I, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Adult Education Director (or designee) of the York County School of Technology specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered. The Adult Education Supervisor (or designee) of the York County School of Technology shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance.

Level III -If as a result of the discussion in Level II, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Administrative Director of the York County School of Technology (or designee) specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered.. The Director of the York County School of Technology (or designee) shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance. The Director's decision shall be considered final.

DISABILITY SERVICES

FOR THE YORK COUNTY SCHOOL OF TECHNOLOGY ("YCST") ADULT AND CONTINUING EDUCATION CENTER.

Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act of 1990 ("ADA"), as amended, and their implementing regulations identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited, to:

Asperger's Syndrome/ Autism Disorder
Attention Deficit/Hyperactivity Disorder
Blind/Low Vision
Head Injury/Traumatic Brain Injury
Hearing Impaired/Deaf
Learning Disability
Physical and Systemic Disorders
Psychiatric/Psychological Disorders

It is the student's responsibility to identify his/her disability to the Supervisor of Adult Education

(Or Designee) if an accommodation within the YCST Adult and Continuing Education Center is being requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even possibly before a student contemplates enrollment. If a student does not affirmatively request an accommodation for a disability, the Supervisor of Adult Education and instructors will assume the student is able to complete the program requirements without the need for accommodations. Program accommodations cannot be made after the fact; therefore, it is important for students to submit any disability accommodation requests in advance of beginning any program requirements. All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the existence of the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Adult and Continuing Education Center reserves the right to make inquiries of the student, his/her health care provider, and to confer with other individuals with appropriate medical or disability accommodation expertise in order to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if YCST does not understand the student's disability or possess sufficient information to entertain a disabled student's request.

Accommodation requests MUST be submitted by the student.

In general, all documentation explaining a student's disability and/or accommodation request should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- The documentation should explain the student's functional limitation to successfully participate in an academic/clinical/coop environment designed to prepare students for his/her chosen vocational program.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student's disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psychoneurologist, school psychologist, or physician if it pertains to a medical condition.
- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student's expected enrollment in the YCST training program to ensure that any medical information and/or accommodation request is up-to-date and based upon the student's current medical condition. YCST reserves the right to waive this requirement; if it reasonably believes that the school has sufficient information to consider the student's accommodation request and reasonably believes no significant change has occurred in the student's medical condition since the date of provided documentation.
- A school plan such as an individualized education plan (IEP or 504) does not constitute documentation of disability but can be included as part of the

comprehensive review of the information considered during the interactive process between YCST and the student. A physician's prescription pad note is not acceptable as documentation to demonstrate the existence of a disability and/or the need for an accommodation.

Upon receipt of the above documentation, the student will meet with the Director of Adult Education (Or Designee) to discuss whether: (1) the student has a disability; (2) the existence of any disability requires program accommodations; and (3) the student's requested accommodations are reasonable. After that discussion takes place, if necessary, the student and Supervisor of Adult Education (or Designee) will discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The student may appeal any decision regarding the proposed accommodation plan through the regular grievance process outlined in the Student Handbook. Accommodations provided during the instructional portion of the program cannot alter the curriculum, regular class standards or expected outcomes. Should an instructor believe that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class, they must present their case to the Supervisor of Adult and Continuing Education within 2 business days of receiving the accommodation request, when practical to do so. Should the Supervisor find that the requested accommodation will negatively impact the learning environment / opportunity the Supervisor reserve the right to either modify or rescind the accommodation plan, as may be deemed appropriate. Moreover, the school cannot guarantee that the same accommodations that may be offered to a disabled student by YCST can or will be provided when a student takes certification or licensing examinations, or goes on a clinical rotation/externship outside of school, which are offered by independent parties that are not controlled by YCST.

**YORK COUNTY SCHOOL OF TECHNOLOGY
ADULT AND CONTINUING EDUCATION CENTER
DISABILITY SERVICES ACCOMMODATIONS
PROFILE**

Student Name _____ Student ID _____

Director of Adult Education _____

This student has presented documentation indicating the presence of a disability. The following accommodations are recommended based upon this student's disability.

Test Accommodations:

Extended Time 1 1/2 X or 2 X

Reader

Use of Computer

Distraction Free Environment

Enlarged Print Handouts/Tests

Class Accommodations:

Note Taker

Recorded Lectures

Oral Directions

Preferential Seating

Other Accommodations:

In order to provide professional services, School Counselors, Supervisor of Adult Education, faculty and staff may confer with one another. All information will be treated confidentially.

I have read and understand this information. I understand my responsibility and obligation to discuss my need for accommodations with my instructors and staff at the beginning of each class/term and provide them with a copy of this document. I also understand that an instructor is provided the opportunity to ask questions to the Supervisor of Adult Education should they feel that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class.

Student Signature _____ Date _____

Director of Adult Education _____

Office Copy _____

Student Copy _____